



Village of Point Edward Position Description

Title: Junior Accounting Clerk

Department: Finance Department

Reports to: Treasurer and Chief Administrative Officer

Salary Band: 5

Job Summary

The Junior Accounting Clerk is responsible for providing financial and administrative support at the Village of Point Edwards to ensure efficient operations of the Municipal Office. This role includes processing invoices and payments, managing property tax records and maintaining accurate financial documentation. The Junior Accounting Clerk also serves as the primary point of contact for financial inquiries from residents, vendors and other stakeholders, ensuring a welcoming and professional environment.

Responsibilities

Accounts Payable/Receivable

- Process invoices from vendors and contractors, ensuring correct account coding and adherence to approval workflows.
- Process payments, including issuing cheques or electronic funds transfers (EFTs), while ensuring all payments are authorized and within budget guidelines.
- Communicate with vendors to resolve invoice discrepancies and provide payment updates.
- Receive payments for municipal services such as building permits and parking tickets.
- Prepare bank deposits and maintain records of daily cash floats.
- Apply interest to overdue accounts, issue customer statements and place collection calls.
- Maintain organized records of invoices, payments, receivables and related financial documents.

Tax Billing and Property Records

- Verify and update property information, including Pre-Authorized Payment (PAP) forms, ownership and contact details.
- Receive and process property tax payments through various methods (in-person, by mail, online), issuing receipts as required.
- Record monthly interest and penalties and mail out arrears statements for taxes receivable.
- Prepare and distribute all tax certificate requests.
- Communicate taxes owing to mortgage providers and record changes to mortgage accounts.
- Coordinate and maintain PAP with customers and calculate monthly withdrawals.
- Process annual letters updating monthly withdrawal amounts as necessary.

Financial Operations Support

- Enter a journal entry and reconcile balance sheet accounts.
- Ensure adherence to internal controls and regulatory requirements.
- Assist the Treasurer in completing the yearly budget.
- Generate monthly financial reports for Council
- Other duties may be assigned.

Reception and Administrative Support

- Provide excellent customer service through phone and front desk reception, creating a welcoming environment for residents and stakeholders.



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- Provide general administrative support, including data entry, document preparation, and managing mail distribution.
- Support the Water Department by entering testing results into spreadsheets and generating reports.

Qualifications

- College Diploma/University Degree in Accounting, Finance or a related field.
- 1+ years of experience in an accounting or administrative support role.
- Proficiency in accounting software and Microsoft Excel.
- Strong attention to detail, organizational skills and ability to manage multiple priorities.
- Excellent customer service and communication skills, maintaining professionalism and confidentiality.
- Valid Ontario driver's license.

Physical/Sensory Demands

Low physical demands: routine office tasks such as walking, sitting, light lifting, and intermittent keyboard use.

Moderate sensory demands: data entry, reception duties, and managing financial transactions.

Working Conditions

Based at the municipal office, with over 80% of time spent in an office setting.

Occasional exposure to upset individuals during financial or tax-related discussions.

Reviewed by:

Date:

Last Revision: