

**Township Of Terrace Bay
JOB DESCRIPTION**

JOB TITLE: RECEPTIONIST/
ACCOUNTS PAYABLE CLERK

GENERAL SUPR: TREASURER

DEPT.: ADMINISTRATION

GROUP: UNION -CAW CANADA

PREPARED BY: KP

DOC. NO.:

PREPARED: JULY 2001 (AMENDED MARCH 2003)

JOB FUNCTION

1. Reception – To greet taxpayers; to accept payments for the Municipality enter them into the computer systems, balance daily and prepare daily bank deposits. To answer and direct phone calls to appropriate individuals or departments.
2. Accounts Payable – To receive and record Purchase Orders, invoices etc and process them from point of order to monthly reconciliations. To ensure that invoices are paid to correct vendor for approved costs and that the purchasing policy is adhered to and that the payments are processed in a timely manner.
3. Other Duties/Responsibilities Mail (pickup, open, distribute, and process outgoing mail), Petty Cash, Purchasing, GST and PST, and travel advances.

JOB SPECIFICATIONS

4. SSGD with additional skills in Computers such as Microsoft Office, Word, Excel and basic accounting skills and general office practices.
5. Two years previous experience in an office setting with bookkeeping experience.

DIRECTION RECEIVED/INDEPENDENT ACTION

6. Follows standard office practices; and, administrative policies, procedures and by-laws respecting applicable dollar amounts, forms, and authorizations.
7. Works independently to carry out all tasks performed as listed in job functions.

8. Work is monitored by the Treasurer/Deputy-Clerk through the approval process for all bank deposits, accounts payable processes, journal entries and month end reconciliations and all statutory forms are signed by the Treasurer/Deputy-Clerk. Documents and other correspondence is reviewed by the Treasurer/Deputy-Clerk.
9. Advice and directions is available from the Treasurer/Deputy-Clerk or CAO/Clerk.

SUPERVISION/DIRECTION OF OTHER EMPLOYEES

10. Not normally responsible for the supervision or direction of other personnel.
11. Required to maintain work area in a safe and orderly fashion to avoid injury to self and co-workers.

WORKING RELATIONSHIPS

Inside Contacts:

12. Administrative Staff – To refer queries and complaints (e.g. water bill too high, tax assessment change, dogs at large, tree trimming, etc.) to exchange information regarding payments received.
13. Staff in Other Departments – to exchange information regarding inquiries about invoices/purchase orders/account inquiries etc.

Outside Contacts:

14. Ratepayers/Customers – Greet and accept payments for taxes and utilities, business licenses, permits and fines. Provide appropriate application forms. Refer complaints and information requests to appropriate individual.
15. General Public/Visitors – To answer telephone inquiries, greet and assist at counter, refer or direct to appropriate individual or department.
16. Suppliers/Salespeople – To obtain prices and delivery quotations on items (such as office equipment) as required and to place orders for office supplies, some Public Works and Fire Department items. To resolve disputes over invoice charges and orders not received and return of merchandise approvals.
17. Delivery People – Accept, sign for and see that parcels reach the appropriate individual or department. Also arrange for courier pick-ups and returns.

18. Service Personnel – To report equipment malfunctions and request repairs.

DUTIES AND RESPONSIBILITIES RELATING TO MAJOR ACTIVITIES

Major Activity A: (40%) Reception, Cashier and Telephone duties.

19. Answers incoming calls and enquiries from the public. Determines nature of call and directs to appropriate individual/department.
20. Greets individuals at reception counter. Ascertains nature of visit (e.g. general inquiry, appointment with staff member, account payment) and directs them to relevant individual/department.
21. Receives and processes payment transactions for utility, property taxes, accounts receivable, recreation payments, permits, licences and other miscellaneous revenue through computer data entry.

Ensures receipts for payments match cash, cheque or electronic bank payment provided. Maintains the post-dated files payments. Balances cash, complete bank deposits and postings on a daily basis.
22. Delivers deposits to night deposit slot at the bank and picks up change as required. Retains and stores a cash float in safe.
23. Maintains adequate supplies of forms for internal use and distribution (e.g., time sheets, dump cards, etc)
24. Provides application forms for various services (e.g. building permits, etc).; takes completed application forms and forwards to appropriate departments.
25. Directs any concerns regarding Seniors Snow Removal and Spring Clean up to the treasurer to ensure that they are resolved.
26. Provides forms to applicants for document searches (e.g. birth, death and marriage certificate application forms, accepts applicable fees
27. Picks up incoming mail and delivers outgoing mail to post office. Arranges courier services, special delivery and registered mail as directed.
28. Opens, dates, sorts and distributes all non-confidential mail.
29. Records payments received through mail and courier for various accounts (e.g. water, tax, accounts receivable, etc).
30. Processes all outgoing mail. Records postage meter accounts separately for library. Monitors postage meter and requests postage through phone

account and request cheques through accounts payable to maintain phone account. Calls for repairs when necessary.

31. Maintains confidentiality of information learned through the performance of duties (e.g. delinquent accounts, NSF cheques, marriage licenses, death certificates, etc).

Maintains computer master files for Cashier and Miscellaneous payment codes.

Operates PC systems including Microsoft Office (e.g. Word/Excel)

32. Operates adding machine, photocopier/fax/printer, laser printers, telephone system and shredder. Performs minor maintenance/repairs on this equipment and requests service when necessary.

Major Activity B: (40%) Accounts Payable

33. Maintains the accounts payable system from purchase orders received to monthly reconciliations.
34. Maintains an alphabetized file system for purchase orders, packing slips, invoices to be processed and annual contracts/agreements for such products as gasoline, fuel oil, water testing, and snow removal.
35. Matches invoices to purchase orders/contracts and packing slips for processing or sends invoices out for approval if no purchase order required. Ensures that each invoice is coded with a vendor number, account number and a signature then date and initial that amount due, taxes etc have been verified.
36. Bi-weekly inputs processed invoices into the accounts payable system on the computer. Balances to the Invoice Register and records totals on log sheet for approval by Treasurer/Deputy-Clerk.
37. Processes all entered invoices to produce a cheque run. Balances to the cheque register and records totals on log sheet along with cheque numbers and voucher numbers. Print Canadian cheques and type US cheques (as required) and match the cheques to the invoices. Package of invoice register, cheque register and cheques/invoices is given to Treasurer/Deputy-Clerk for approval and cheque signing.

38. After package is returned from signing at council meeting, the cheques and attachments are mailed out and the backup (invoices, purchase order, etc) is stapled, and filed in the processed Accounts Payable Filing System.
39. Maintains any adjustments required regarding cancelled cheques, adjusted invoices, etc. and processes them for approval by the Treasurer/Deputy-Clerk.
40. Maintains a monthly statement file and verifies outstanding balances to vendors on a monthly basis.

Maintains vendor master files and adds new vendors as required. Annually deletes inactive vendors.
41. Reconciles the Trades Payable Account to the Accounts Payable Aging Report on a monthly basis and submits to the Treasurer/Deputy-Clerk for approval.
42. Reconciles the GST accounts to the monthly reports for GST from the Accounts Payable System and prepares monthly report to Revenue Canada. Processes corresponding journal entries for monthly GST reports. Reconciles the GST receivable account monthly and processes any necessary journal entries.
43. Provides to Council, for each cheque run, a cheque register listing all Accounts Payable transactions by Department. Additionally, a separate register is provided for the Police Services Board.
44. Maintains Travel Advance Account by keeping a log of Advances issued and cleared by expense reports being processed through the Cashier or Accounts Payable System or by Journal Entry. Follows up on outstanding advances by letter and reconciles the Account monthly for approval by the Treasurer/Deputy-Clerk.
45. Reconciles Mileage Allowance monthly for approval by the Treasurer/Deputy-Clerk
46. Maintains Account Payable System on the computer including Vendors, Year to Dates, Control and Bank Files.
47. Prepares Year-End Accrual, Schedules and processes all applicable Journal Entries for reconciling accounts and processing accrual. Maintains pre-paid account and year-end trades payable account to ensure items are cleared out.

Major Activity C: (20%) Other Administrative Responsibilities

48. Places orders for office supplies, stationary, consumable and sanitary supplies for Municipal Office and ensures adequate stock is on hand. Orders and picks-up supplies within the signing limit (\$200.00). Researches other purchases for Administration and occasionally other departments through catalogues and supplier contacts when necessary.
49. Administers the Dog Licencing and Tag system. Order tags annually- Ensure proper advertising is in place in January of each year for purchasing of dog tags. Maintain dog tag license forms and log sheet and ensure fees are collected. Process any fines with regard to charges laid under the dog control by-law. Provide By-law enforcement officer with updated lists of licensed dogs.

Maintain Dump Card fee system including maintaining dump card supply and complete log to record sales and number allocation.

50. Maintain the Car Allowance payment log for the Fire Department ensuring that those eligible receive their payment on a monthly basis.
51. Maintain the Boot Allowance payment log for the Township and ensuring the payment are made in accordance with existing contracts/policies.
52. Annually transfer all files relating to accounts payable and the front desk (cashier, reception, etc) to the dead files area. Remove and ensure the destruction of any files that no longer need to be retained (e.g. seven year list). Ensure that the dead files are maintained in a relatively safe and orderly fashion.
53. Maintains a Petty Cash supply for the Administrative office. Ensures receipts are provided and items are expensed to appropriate accounts. Request cheque when necessary to replenish and ensure accuracy of balance of funds.

EFFORT

Physical Demands:

54. Major daily demands are for sensory and muscular strain for short to moderate periods while reviewing and balancing figures; repetitive strain and dexterity for moderate periods while entering data, word processing and adding figures on the adding machine; and for moderate agility to retrieve and

store files on high and low shelves and in moving about to answer telephones, deal with customers at the front counter, to pick up and deliver mail to post office and to deliver messages.

55. Work occasionally requires light to moderate physical strength to lift/carry records to storage, and to store and retrieve paper supplies.

Mental & Visual Demands:

56. Cash reconciliation, sight-typing, data entry and account reconciliation require concentration for moderate periods.
57. Telephone calls and counter inquiries constantly interrupt other tasks.
58. Unexpected assignments occasionally create conflicting priorities.

WORKING CONDITIONS

Hours of Work:

59. Required to work a 7.5 hour day during regular business hours. There are no regular requirements for overnight travel, and all additional hours are compensated.

Work Environment:

60. Spends 95% of the average work year indoors in an open work area with attendant exposure to interruptive noise.
61. The balance of the work year is spent running errands (e.g. post office, bank, etc) with attendant exposure to disagreeable climatic conditions and abrupt temperature changes.

Hazards:

62. Irregularly exposed to slipping/falling accidents when running errands in icy conditions. Carrying and lifting large boxes causes irregular exposure to muscle strain.

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