

ESQUIMALT POSITION DESCRIPTION

Pos. 792

EFFECTIVE DATE: NOV 2015

Reviewed: September 2020

Approved by: Director of Financial Services

Position Title:	Accounting Coordinator
Department/Division/Section:	Finance

POSITION FUNCTION

Perform intermediate-level accounting functions related to accounts payable, accounts receivable, cash receipts and disbursements, property taxes, operating work orders and general ledger maintenance. Coordinate and participate in the ongoing maintenance, continuing enhancement, and upgrades for the land and property system and related modules.

KEY DUTIES

Provide high-level customer service to requests for information, and advice and direction to external and internal clients.

Verify accuracy and completeness of accounts payable, accounts receivable, cash receipts and disbursements, purchase orders, general ledger and property tax data entry as prepared by the Finance Clerk II-Accounting; identify errors and resolve account discrepancies; prepare adjusting journal entries and reconcile bank and general ledger accounts on a monthly basis.

Review all accounts payable for errors, timing of payment, appropriate federal and provincial tax levies and authorized payment approvals.

Maintain and monitor purchasing card system, including reviewing and processing of all purchasing card transactions on a monthly basis, identifying errors and resolving discrepancies, adding and cancelling purchasing cards as required.

Review all property tax sub-ledgers on a monthly basis to identify errors and unusual items; prepare adjustments as required; review overdue tax accounts and coordinate the processing of outstanding tax reminder notices. Complete the property tax year end rollover process.

Maintain property tax records including mortgage company listings and property owner addresses in coordination with Finance Clerk II-Accounting; provide information on property taxes, assessments, property tax deferrals, prepayments and Home Owner Grants to the public, legal firms and lending institutions.

Maintain operating work order system on a monthly basis including: setting up new work orders into financial system; verifying accuracy and completeness of transactions; identifying errors and resolving discrepancies; processing financial reports for review by managers and supervisors; processing invoices as required; and creating reports to external clients.

Ensures that the integrity of property information is maintained in accordance with established rules, regulations, policies, and procedures.

Establishes, populates, and maintains data values in the Tempest Land System, including BC Assessment and Land Titles Office updates.

Maintains the property database by researching all changes due to subdivisions, consolidations, etc.

Reviews and analyzes land information processes and system.

Liaise with Township departments to determine business requirements and enhancements to Tempest Land System and related modules, including providing guidance and training to user staff and assisting in developing end user documentation.

Assist in developing and coordinating corporate land information system strategies and targets to meet integrated corporate objectives.

Perform Tempest testing procedures on system modifications, changes to processes and

documents, including problems with computer programs.

Consult with Tempest software provider for possible program enhancements and future developments.

Calculate and remit monies collected on behalf of other governments and agencies.

Provide assistance in resolving technical computer hardware and software issues.

Create financial reports as required.

Review and reconcile operating grant funded projects, including completing final financial reporting as required.

Identify, report, and assist in resolving situations of non-compliance with established financial procedures; provide information/training to Finance staff and other departments regarding financial procedures and controls.

Coordinate, review, and participate in the work of a team; ensure schedules, procedures, and established performance standards are met.

Assist with preparation of annual financial statements working file, statutory financial reports, and other project work as required.

Provide relief for primary cashier and switchboard operator.

Perform related duties as required.

INDEPENDENCE

Work is performed according to established procedures or assigned by a supervisor.

Work is reviewed by informal monitoring by supervisor.

Recognize priority and time sensitive issues and respond appropriately.

Problems involving deviations from established procedures or requiring clarification are referred to supervisor with recommendations.

WORKING CONDITIONS

Physical Effort:

Sit with arms unsupported while keyboarding. (often)

Mental Effort:

Long periods (continuous) of intense concentration while checking accuracy of large volumes of accounting data.

Deal with complaints, negative comments and many interruptions. (frequent)

Visual/Auditory Effort:

Focus on a variety of source data, VDT and printouts for long periods, short periods of listening with intense concentration on the telephone while providing detailed information.

Work Environment:

Office.

KNOWLEDGE, KEY SKILLS, AND ABILITIES

Promote, incorporate and role model the Township's core values into all program activities:

Accountability – we are transparent and take responsibility for our policies, our decisions and our actions.

Integrity – we practice high standards of ethical behaviour and open communication that inspires trust.

Respect – we value people and treat everyone with dignity and fairness.

Service Excellence – we strive to meet community needs and achieve high-quality results through teamwork, partnerships, innovation and creativity.

Passion – we approach our work with conviction and enthusiasm.

Ability to understand, apply and provide instruction in the methods and procedures of accounting.

Ability to understand and apply the principles and methods of land management systems, mapping, and GIS.

Advanced-level operation of current Township advanced specialty software.

Ability to provide technical guidance and advice to user departments.

Ability to work effectively in and contribute positively to a team environment.

Excellent customer service skills, interpersonal skills, and ability to interact with the public in a courteous and tactful manner.

Ability to provide professional, effective verbal and written communication with internal and external contacts.

Ability to complete work with a high degree of accuracy.

Ability to analyze information, identify problems, and develop solutions.

Ability to plan, organize, and prioritize the work of a unit.

Willingness to learn new technology or software.

Advanced proficiency with Excel.

Strong proficiency in using spreadsheet and accounting software.

Keyboarding proficiency at a minimum of 40 W.P.M.

QUALIFICATIONS

Formal Education, Training, and Occupational/Professional Certification:

High school graduation.

Technical school diploma in accounting (2 years).

Experience:

3 to 5 years of progressive experience in a municipal or similar environment.

3 years of related Tempest experience, including property tax and land management systems.

Or:

An equivalent combination of education and experience.

OTHER

Length of time to become familiar with job duties and responsibilities: 1 year.

May be requested to substitute in a more senior position.