



# Municipal District of St. Stephen

## Job Description

**Position Title:** Finance Clerk

**Department:** Corporate Services

**Reports To:** Corporate Services Manager

### **Position Overview:**

The Finance Clerk is responsible for providing financial administrative support to the municipality's Finance Department. This role involves assisting with the preparation of financial documents, maintaining accurate financial records, processing transactions, and providing customer service to internal and external stakeholders. The Finance Clerk will contribute to the smooth operation of municipal financial processes and ensure compliance with applicable regulations and policies.

### **Key Responsibilities:**

#### **Financial Recordkeeping and Processing:**

- Assist with the preparation and maintenance of general ledger accounts.
- Process accounts payable and accounts receivable transactions, ensuring accuracy and compliance with municipal policies.
- Prepare invoices, purchase orders, and payment requisitions. Reconcile bank statements and accounts on a monthly basis.
- Maintain accurate filing systems for financial records and documents.
- Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Federal, Provincial and Municipal statutes.
- Performs the responsibilities of the position consistent with the operational policies of the Municipal District of St. Stephen.
- Performs complete, accurate and timely recordkeeping and calculation of accounts receivable/accounts payable in accordance with municipal policies and procedures.
- Performs complete, accurate and timely financial processing of cash receipts, receivables, processing of cheques and payments.
- Performs complete, accurate and timely filing and maintenance of all accounts receivable/accounts payable files, both hard copy and computer.

- Responds to department inquiries regarding accounts receivable, accounts payable.
- Assists with monthly and year-end accounts receivable and accounts payable listings, bank reconciliation and balancing to the general ledger.
- Issues, tracks and closes Requests for Quotation, Requests for Proposal, Requests for Tender and Expressions of Interest for the municipality; tracks and issues subsequent contracts for all departments when required (Accounts Payable).
- Assist with payroll processing by gathering and verifying time sheets, overtime records, and other payroll data.
- Collate and organize data for regulatory reporting and remittances.
- Assist in preparing monthly, quarterly, and annual financial reports.
- Monitor and track departmental budgets and expenditures.
- Assist in the preparation of grant applications and reporting.
- Maintain and update Capital Assets database.

### **Customer Service and Support:**

- Respond to inquiries from vendors, suppliers, employees, and the public regarding billing and payment issues.
- Provide assistance with financial information to municipal departments, auditors, and external agencies as needed.
- Ensure accurate communication of financial policies and procedures to all stakeholders.

### **General Administrative Support:**

- Assist with development of budget documents, finance policies, reports, presentations and by-laws for submission to Council as required.
- Provide clerical support, including data entry, filing, and document management.
- Perform other administrative duties as assigned by Treasurer or other senior staff.

## **Qualifications and Skills:**

### **Education:**

- A post-secondary diploma in accounting, finance, business administration, or a related field.
- Additional certification or courses in finance, bookkeeping, or payroll processing is an asset.
- Two-year post-secondary diploma in accounting or relevant discipline.
- An equivalent combination of relevant education and related experience may be considered.
- One (1) year of recent and related experience with accounts payable, accounts receivable, purchasing and collections in a computerized financial system.

### **Experience:**

- At least 1-2 years of experience in a finance or accounting role, preferably within a municipal or public sector setting.
- Experience in handling accounts payable, accounts receivable, payroll and basic financial reporting.

### **Skills:**

- Strong attention to detail with excellent organizational skills.
- Proficient in accounting software (e.g., Microsoft Excel, municipal financial systems).
- Ability to manage multiple tasks and meet deadlines in a fast-paced environment.
- Excellent verbal and written communication skills.
- Strong problem-solving and analytical skills.
- Ability to work independently and as part of a team.
- Demonstrated knowledge and understanding of accounts payable, accounts receivable, purchasing and collections in a computerized financial system (testing required).
- Demonstrated knowledge of all legislation and regulations pertinent to the role as well as an understanding of policies and legislation affecting the department.
- Demonstrated ability to analyze data and problem solve using factual information with strong attention to detail.
- Demonstrated time management and prioritization skills with the ability to function accurately and effectively within a fast-paced environment, responding with flexibility to changing priorities.
- Intermediate computer proficiency with Microsoft Office Suite of products including Word, Excel (testing required), and Outlook and the ability to use spreadsheets, databases and related programs.

- Demonstrated strong interpersonal and communication skills, both written and verbal, with ability to communicate information to a diverse audience base.
- Demonstrated ability to be a team player who is able to establish and maintain effective working relationships with fellow employees, clients/residents, and the public.
- Demonstrated professional work ethic and behaviors in interaction with internal and external contacts.
- Demonstrated ability to adhere to confidentiality while exhibiting discretion and good judgement.
- Demonstrated respect for individual differences and competencies and supports equity, diversity and inclusion in organizational functions, priorities, and employee culture.
- Demonstrated ability to build resiliency and be aware of own strengths and limitations.
- Proven willingness to learn and acquire new information and skills.
- Demonstrated commitment to client-centered service.
- Ability to express ideas clearly and concisely with confidence in a professional, consistent and positive manner.
- Demonstrated ability to adapt to change within an environment with a continuous process improvement mindset.
- Demonstrated understanding and commitment to health and safety policies, procedures and applicable legislation.
- Demonstrated ability to attend work on a regular basis.
- Demonstrated ability to meet the physical demands of the position.
- Satisfactory Criminal Record and Vulnerable Sector Check.