

The Corporation of the District of Oak Bay

Job Description

Job Title:	ACCOUNTING CLERK	JEPE Number:	
Department:	Municipal Hall	Pay Grade:	5
Supervisor	Manager, Financial Operations	Position Status:	Regular – Part Time
Effective Date:	November 2011	Position Type:	Union
Amended Date:	July 30, 2026	Approved by:	Manager, Financial Operations
Job Purpose:			
This is varied clerical work of moderate complexity dealing with cash, accounts receivables, account payables, and processing and maintaining accounting information relating to the functions of the Finance Department. The Accounting Clerk reports to the Manager of Financial Operations and is responsible for collecting and depositing daily revenues from a variety of sources, preparation of invoices for payment, producing and maintaining financial information and carries out all data processing related to accounts payable and performs the duties of cashier. Ensures accurate and timely completion of all clerical work pertaining to the processing of invoices/vouchers, cheque issuance, appropriate account coding, and correct application of rebates and credits. Working within established guidelines, the incumbent exercises some independence of judgment and refers difficult or unusual problems to the Manager of Financial Operations. The Accounting Clerk assists in the training of other clerks within Financial Services.			
Duties and Responsibilities:			
• Reconciles revenue with cash system; • Prepares invoices for payment and ensures compliance with municipal procedures; ○ Process a wide variety of accounts payable transactions and maintain the accounts payable system, using a variety of reports. ○ Verify invoices and credit notes for required authorization, correct account allocation and correct tax treatment prior to data entry. ○ Enter invoices and agree to approved purchase orders and check entries prior to cheque run. ○ Reconcile statements to accounts payable invoices and payments; follow up on discrepancies. • Assists in the training of clerks and ensures proper maintenance of cash systems and cash floats; • Liaises with residents, staff, and other agencies with respect to account payables and receivables, payroll, billings, and other financial related data; • Maintains an effective functioning accounts office in conformity with clerical procedures and administrative policy; • Performs other duties similar in scope and complexity. ○ Open cash register, set up float, receive, process cash receipts and close off cash register on a daily basis ○ Responsible in assisting with finance filling. ○ Prepare cheque requests for utility payments (telephone and hydro).			

• Act as backup cashier and answers public inquiries about property taxes, utilities, events and parking inquiries. Perform other related clerical and general office duties as required.
Demonstration of the District's Workplace Values - CARE:
• Connected means we serve the community and each other with friendliness, kindness, professionalism, and respect – working as one team, sharing knowledge and supporting one another. • Accountable means we do what we say we will do, take pride in our work and act with integrity. • Responsive means we believe that finding better ways to serve is part of our growth and that progress and personal connection can co-exist. • Effective means we deliver sustainable results in ways that nourish people.
Required Knowledge, Abilities & Skills:
• Sound clerical skills with a proven ability for a high degree of accuracy and speed; • Knowledge of basic double entry bookkeeping and accounting procedures; • Ability to acquire good user level facility with accounting-specific software and other software related to municipal functions; • Ability to establish and maintain cordial working relationships with staff and to deal courteously and effectively with the public; • Proficiency in MS Office software, in particular Excel; • Skill in operation of common office machines, including use of cash registers, adding machines, calculators, and merchant POS systems; • Ability to organize own activities in accordance with workload and deadlines.
Qualifications:
• Graduation from senior secondary school, including basic bookkeeping courses • Two years of accounting experience, including handling and balancing cash and account reconciliation.
Required Licenses, Certifications and Registrations
• No special licenses or certifications required.

