

Job Description

Public Utilities Clerk

PURPOSE OF THE POSITION

(The main reason for the position, in what context and what is the overall end result)

The Public Utilities Clerk is responsible for providing financial and administrative clerical duties associated with the provision of municipal utilities and services in order to ensure that municipal financial transactions are processed in an accurate and timely manner.

SCOPE

(The way that the position contributes to and impacts on the organization)

The Public Utilities Clerk reports to the Finance Officer and is responsible for maintaining the financial and record keeping systems and processing financial transactions associated with municipal utilities and services. The Public Utilities Clerk will collect money, issue receipts and record all transactions. He/she will maintain a current, accurate filing system to ensure that all records are secured. The Utilities Clerk must work within the Financial Management Act, Community Council policies and procedures and in compliance with all Territorial Acts and Legislation. Failure to provide adequate services may result in lost or misused revenues.

RESPONSIBILITIES

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

1. Process financial transactions associated with municipal utilities and services in order to ensure the Community Council's finances are maintained in an accurate and timely manner

Main Activities

- Ensure monthly water and sewer tickets are submitted in a timely manner
- Check and enter water and sewer tickets into the computer
- Tear apart tickets and file appropriate portion of tickets
- Tally up tickets for monthly customer statements
- Prepare and mail customer statements
- Receive, record and write receipts for any money collected
- Reconcile accounts receivable on a weekly and monthly basis
- Prepare deposits for revenues and deposit funds with the Northern Store
- Prepare monthly aged accounts receivable listings and submit to the Finance Officer
- Prepare notices of overdue accounts
- Send out disconnect notices for delinquent accounts
- Advise the Finance Officer of any problems that are encountered in relation to utility payments
- Prepare month end reports
- Maintain utilities files and computer records

2. Perform clerical duties in order to maintain Community Council administration

Main Activities

- Issue licenses and permits for buildings, dogs, businesses, motor vehicles and other areas administered by the Community Council
- Collect, record and issue receipts for licenses, permits and other payments
- Develop and maintain a current and accurate filing system
- Reconcile Motor Vehicle and other government services transactions
- Forward monies collected to the Motor Vehicles Division
- Collect and record payments for cable and telephones and forward to Northwest Tel
- Balance payments with invoices

3. Maintain records of Community Council land and land use

Main Activities

- Identify and maintain records of Community Council land
- Maintain records of land use and areas for potential development
- Manage records of land use agreements and contracts
- Receive applications for land use
- Determine land ownership
- Conduct research on land use applications
- Identify and consult with stakeholders with authority on land issues
- Consult applicable legislation and by-laws concerning land use
- Review applications to ensure compliance with land use guidelines and legislation
- Submit applications to Council with recommendations for approval or rejection
- Draft and execute approved land use documents
- Assist residents with completion of land tax forms

4. Provide receptionist and office support services in order to ensure efficiency and effectiveness within the Community Council Office

Main Activities

- Receive, direct and relay telephone messages and fax messages
- Direct the general public to the appropriate staff member
- Pick up and deliver the mail
- Open and date stamp all general correspondence
- Maintain the general filing system and file all correspondence
- Maintain an adequate inventory of office supplies
- Respond to public inquiries
- Provide word-processing and secretarial support
- Monitor the use of supplies and equipment
- Coordinate the repair and maintenance of office equipment

5. Perform other related duties as required

KNOWLEDGE, SKILLS AND ABILITIES

(The knowledge, skills and attitudes required for satisfactory job performance)

Knowledge

The incumbent must have proficient knowledge in the following areas:

- ✓ bookkeeping and accounts receivable
- ✓ utilities and collections administration
- ✓ office administration
- ✓ computerized accounting programs
- ✓ an understanding of the administration of licenses and permits including administration of Motor Vehicles programs and services
- ✓ an understanding of relevant municipal legislation, policies and procedures
- ✓ an understanding of the local cultural and political environment

Skills

The incumbent must demonstrate the following skills:

- ✓ team building
- ✓ bookkeeping skills
- ✓ analytical and problem solving skills
- ✓ decision making skills
- ✓ effective verbal and listening communications skills
- ✓ ability to communicate effectively in English and Slavey
- ✓ computer skills including the ability to operate computerized accounting, spreadsheet and wordprocessing programs at a highly proficient level
- ✓ stress management skills
- ✓ time management skills

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of the Finance Clerk. The incumbent must also demonstrate the following personal attributes:

- ✓ be honest and trustworthy
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate sound work ethics

The Public Utilities Clerk would normally attain the required knowledge, skills and attitudes through completion of a post secondary accounting/bookkeeping program combined with related experience. Equivalencies will be considered.

WORKING CONDITIONS

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

Physical Demands

(The nature of physical effort leading to physical fatigue)

The Public Utilities Clerk will have to spend long hours sitting and using office equipment and computers, which can cause muscle strain. The Public Utilities Clerk may also have to do some light lifting of supplies and materials from time to time.

Environmental Conditions

(The nature of adverse environmental conditions affecting the incumbent)

The Community Council Office may be a busy facility. The Public Utilities Clerk may have to manage a number of projects at one time, and may be interrupted frequently to meet the needs and requests of residents, clients and contractors. The Public Utilities Clerk may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Sensory Demands

(The nature of demands on the incumbent's senses)

Sensory demands include use of the computer, which may cause eyestrain and occasional headaches. The Community Council Office may be noisy and busy making it difficult for the Public Utilities Clerk to concentrate.

Mental Demands

(Conditions that may lead to mental or emotional fatigue)

The Public Utilities Clerk will have to manage a number of requests and situations at one time. Stress may be caused by the need to complete tasks within tight deadlines.

CERTIFICATION

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Employee Signature	Supervisor's Title
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Printed Name Date	Supervisor's Signature Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
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Senior Administrative Officer's Signature Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.