

Job Description

Revenue Clerk

PURPOSE OF THE POSITION

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

The Revenue 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 Revenue Clerk reports to the Director of Finance and is responsible for maintaining the financial and record keeping systems and processing financial transactions associated with municipal utilities and services. The Revenue 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 Revenue Clerk must work within municipal 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

Main Activities

- Enter water and sewer rates
- Calculate monthly water usage
- Calculate GST rates
- Prepare and mail approximately 1,250 monthly customer statements
- Batch utilities for Associations and businesses
- Receive, record and write receipts for any money collected
- Reconcile accounts receivables for utilities on a monthly basis
- Prepare deposits for revenues and deposit funds on a daily basis
- Prepare month end reports
- Maintain utilities files and computer records

2. Arrange for collections of overdue accounts

Main Activities

- Prepare monthly aged accounts receivable listings and submit to the Administration Officer
- Prepare notices of overdue accounts
- Send out disconnect notices for delinquent accounts

3. Administer revenues for other municipal services

Main Activities

- Determine trucked water amounts and apply for trucked water subsidies
- Invoice and collect for ambulance and/or medivac usage
- Invoice and collect for gravel sales, painting and parking
- Invoice and collect for pool, arena, hall rentals and trade show

4. Perform financial and administrative functions

Main Activities

- Maintain utilities records
- Receive, record and deposit cash
- Make corrections to data entry
- Post accounts and reconcile the accounts receivables
- Deposit money
- Produce month end reports
- Verify contractor invoices
- Provide source documents for audit purposes

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 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
- ✓ 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 Revenue 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 Revenue Clerk will have to spend long hours sitting and using office equipment and computers, which can cause muscle strain. The Revenue 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 Municipal Office may be a busy facility. The Revenue 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 Revenue 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 Municipal Office may be noisy and busy making it difficult for the Revenue Clerk to concentrate.

Mental Demands

(Conditions that may lead to mental or emotional fatigue)

The Revenue 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.