

Job Description

Utilities Clerk

PURPOSE OF THE POSITION

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

The Utilities Clerk is responsible for performing payroll, 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 Utilities Clerk reports to the Comptroller and is responsible for maintaining the payroll, financial and record keeping systems and processing financial transactions associated with municipal utilities and services. The 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, Hamlet 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 Hamlet's finances are maintained in an accurate and timely manner

Main Activities

- Ensure monthly water meter readings are taken on time
- Check and enter water meter readings on computer
- Run utility billings, check invoices and mail
- Complete monthly subsidy reports for water and sewage claims
- Prepare month end reports
- Send out disconnect notices for delinquent accounts
- Advise the Comptroller of any problems that are encountered in relation to utility payments

2. Administer employee files and records in order to ensure accurate payment of benefits and allowances

Main Activities

- Document new employees
- Establish employee files in the computerized accounting system
- Administer benefit entitlements
- Verify and report on benefits payments
- Maintain the leave management system

- Verify annual leave records
- Calculate and action deductions
- Submit remittances
- Prepare and issue T4 and T4A slips
- Prepare WCB reports
- Prepare separation documents for terminated employees

3. Administer the bi-weekly payroll in order to ensure that employees are paid in an accurate and timely manner

Main Activities

- Set up employee files
- Verify and code timesheets and hours worked
- Calculate employee salaries, deductions and contributions
- Enter payroll information into the computerized accounting system
- Calculate source and miscellaneous deductions
- Process pay cheques
- Update leave and lieu time
- Prepare, review and file payroll summaries, journals and reports
- Issue Records of Employment

4. Provide clerical and receptionist support to the Hamlet Office

Main Activities

- Collect and distribute the mail
- Greet and direct visitors to the Hamlet Office
- Maintain office files and filing systems
- Answer the phone and take and distribute calls and messages

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
- ✓ payroll
- ✓ utilities and collections administration
- ✓ office administration
- ✓ computerized accounting programs
- ✓ an understanding of relevant municipal legislation, policies and procedures
- ✓ an understanding of the northern 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 Dogrib
- ✓ 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 Utilities Clerk would normally attain the required knowledge, skills and attitudes through completion of bookkeeping and/or accounting courses 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 Utilities Clerk will have to spend long hours sitting and using office equipment and computers, which can cause muscle strain. The 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 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 Hamlet Office may be noisy and busy making it difficult for the Utilities Clerk to concentrate.

Mental Demands

(Conditions that may lead to mental or emotional fatigue)

The 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

<hr/>	<hr/>
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.