

# Position Description

**Position Title:** Accounting Technician  
**Department:** Finance  
**Last Updated:** May 2021

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where it all happens.

## Summary

The Accounting Technician prepares, calculates, and processes municipal accounts payable, accounts receivable, property taxes, and other clerical and routine accounting functions. This position also prepares, calculates, and processes municipal payrolls, employee leave management and employee benefits administration.

## Key Accountabilities

### Municipal Accounts

- Receives and responds to enquiries and requests for information, advice, and direction from external and internal clients
- Processes all accounts payable, accounts receivable, daily EFTs, pre-authorized supplier payments, property tax payments and adjustments and other financial services department revenue and expense transactions
- Reconciles Corporate Mastercard card invoices and payments
- Processes property tax billing and collection
- Prepares and invoices ICBC claims for MVA's involving City property
- Prepares monthly GST and PST returns
- Prepares monthly bank reconciliations for operating and other cash accounts
- Calculates and remits monies collected on behalf of other governments and agencies
- Monitors cash flow needs and requests transfers to ensure efficient use of cash resources
- Ensures all financial system general ledger accounts are current and accurate
- Maintains deposit listing for all works and services, roadway deposits, reserves, DCC's, cash in lieu, sureties and other payments
- Participates in the preparation of working papers and financial statements
- Drafts letters and other department correspondence as required
- May be requested to work outside office hours, including in support of local emergencies
- Performs other related duties as required

### Payroll

- Receives and responds to enquiries and requests for information, and direction from managers and employees regarding payroll, benefits and leave management
- Processes all payroll and leave management functions
- Oversees the employee benefits program administration
- Creates records of employment as required
- Prepares all WCB, Receiver General, and Municipal Pension Plan reporting
- Prepares T4 Summaries and related annual filing
- Maintains personnel records in a strictly confidential manner
- Performs other related duties as required

## Qualifications

- Post-secondary Certificate or Diploma in Business Administration, Local Government Administration, or related and three (3) years' related experience preferably in a local government environment (or an equivalent combination)
- Certification as a Payroll Compliance Practitioner or equivalent experience (required only for the Accounting Technician – Payroll)
- Excellent interpersonal and communication skills with the ability to deal with customers in a professional manner
- Working knowledge of the operations and functions of a Municipal Finance Department and other City Departments
- Demonstrated skills in preparing, interpreting and analyzing financial information
- Strong computer skills in Microsoft Office products, particularly word and Excel, with experience working with financial database software (Microsoft Dynamics/Diamond and Papersave would be considered an asset) and electronic cash receipting systems
- Excellent time management skills and the ability to prioritize and manage multiple tasks
- Ability to work cooperatively with other departments without compromising internal controls
- Ability to maintain a high level of accuracy, perform mathematical calculations with speed and document audit evidence
- Ability to adapt and respond to administrative and technological change
- Ability to interpret and comply with procedures and policies
- Ability to maintain confidentiality
- Have a high degree of initiative, independent judgment and action
- High degree of adaptability and willingness to be flexible in a changing work environment
- Strong communication, problem solving and organizational skills
- A commitment to excellent customer service, continuous improvement and life-long learning
- A team player with a strong work ethic
- A sense of humour, with the ability to take your work seriously but not yourself