



## **JOB DESCRIPTION ACCOUNTING CLERK**

**CLOSING DATE: Wednesday May 29, 2024, at 4 p.m.**

### **1. IDENTIFICATION**

1.1	Organization:	Town of Shediac
1.2	Department:	Finance
1.3	Duration:	Permanent / full time
1.4	Position Title:	Accounting Clerk
1.5	Indebted to:	Director of Finance

### **2. POSITION OBJECTIVES**

Reporting to the Director of Finance, the accounting clerk – accounts receivable and payable is responsible for activities related to water funds, the general fund, and recreational facilities.

### **3. TASKS AND RESPONSIBILITIES**

#### **3.1 Summary of Responsibilities**

This is an administrative position reporting to the Director of Finance. This position ensures the accounting of the financial resources of the municipality in compliance with the Municipal Act and municipal policies.

#### **3.2 Tasks**

- Balancing receipts and preparing daily deposit reports for all municipal services.
- Issuing purchase order (P.O.) numbers.
- Updating and entering data for supplier accounts across various municipal funds, including verifying the accuracy, authorization, review, and coding of invoices.
- Matching purchase orders, delivery tickets, or similar documents with invoices before forwarding them for approval.
- Balancing funds for the Multipurpose Center, Festival Arena, and Community Services and Recreation Department.
- Issuing checks for various purchases and services.
- Responsible for managing petty cash.
- Conducting bank runs to deposit funds.
- Entering post-dated checks (water, health insurance, etc.)
- Verifying suppliers' coverage with WorkSafe NB and preparing a list of non-covered suppliers for finance management.
- Preparing water certificates during the absence of the Assistant to the Finance Department.
- Replace the Receptionist in her absence.

### **4. AUTHORITY LEVEL**

This position reports to the Director of Finance.

## 5. POSITION REQUIREMENTS

### 5.1 Education

College diploma in business administration with a concentration in accounting or equivalent experience.

### 5.2 Experience

- Minimum of three (3) years of experience in accounting, bookkeeping, or equivalent.
- Knowledge of municipal operations is advantageous.

### 5.3 Knowledge

- Fluent in spoken and written French, with a good understanding of spoken and written English.
- Proficient in computer skills, especially in accounting software and Microsoft Office.
- Excellent administrative skills.

### 5.5 Skills

- Ability to maintain positive interpersonal relationships.
- Ability to perform duties tactfully.
- Dynamic, with initiative, good judgment, organizational skills, availability, and the ability to work closely with community members.
- Team-oriented.
- Reliable and discreet with confidential matters related to the position and the Town of Shediac.

## 6. WORKING HOURS

Regular working hours are 35 hours per week, Monday to Friday.

### HOW TO APPLY FOR THIS JOB

Candidates can send their resume and letter of intent by email or bring it in person to the Town Hall.

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Town of Shediac  
Mireille LeBlanc  
290 Main Street, Unit 300  
Shediac NB E4P 2E3  
Email: [mireille.leblanc@shediac.ca](mailto:mireille.leblanc@shediac.ca)

*The Town of Shediac reserves the right to require a criminal background check for all hires.*