



Township of Essa Job Description

Position Title: Accounting Coordinator – May 2023

Reports to:	Deputy Treasurer	Last Revision Date:	May 2023
Department:	Treasury	Supervise staff or assign work (lead hand) or no HR responsibility?	No supervisory responsibilities
Location:	Municipal Office	List all positions directly supervised:	None
Standard weekly hours per employment agreement:	35	List of all position indirectly supervised:	None
Position Status (FT, PT, Seasonal, Student, Contract, Volunteer)	Full time	Pay Band #:	
Pay Method: (Salary or Hourly)	Salary	On Call (Yes reference to details)	No
Overtime (Eligible? Weekly Threshold?):	Unpaid, 1.5 hours off for each hour worked in excess of regular hours	Eligible for all staff group benefits? (yes/no)	Yes
		If eligible for some describe which:	
		Eligible for OMERS? (yes/no)	Yes

Scope (Purpose) of Position:

Under the supervision of the Deputy-Treasurer, the Accounting Coordinator will be responsible for providing accounting services related to the processing of General, Developer, Library and Fire Departments receivables as well as provide backup for payroll.

Important Responsibilities Common to all positions (Leave as is, do not add.)

- Have a good understanding of standard Township operating procedures.
- Be familiar and comply with the provisions of the *Occupational Health and Safety Act* and its regulations, and the Township's Health and Safety Policies and Procedures.
- Take every possible precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations.
- Report unsafe acts or conditions to their supervisor or the Health and Safety Committee Representative.
- Report any occupational injury or illness immediately to their supervisor.
- Use personal protective equipment where required.
- Demonstrate teamwork and a strong sense of customer service.
- Perform other duties as assigned.



Township of Essa Job Description

Key Result Areas (specific to position)	Duties (specific to each Key Results Area) (If list of tasks appropriate refer & attach)	Success Indicators (Key Performance Indicators)
Accounts Receivable	<ul style="list-style-type: none"> • Processes invoices for all departments. • Processes credit and debit notes where applicable to maintain the general accounts receivable. • Regular review and follow-up on outstanding balances, employing all collections methods available to recover unpaid amounts. • Balance developer deposit accounts. 	<ul style="list-style-type: none"> • Monthly reconciliation of accounts receivable
Development Charges	<ul style="list-style-type: none"> • Reconciles DC collections and prepares monthly reports and payments to County and School Boards. • Backup for updates to DC fees in software billing system and information material. (In the absence of the Deputy Treasurer) 	
Accounts Payable	<ul style="list-style-type: none"> • Receive and Distribute paper/electronic invoices; match invoices to any packing slips, purchase orders, receipts; prepare invoices for data entry; check extensions, tax calculations and codes; assign vendor and account numbers; obtain departmental approval; ensure timely payment; resolve discrepancies with vendors. • Review accounts payable batches for accuracy in vendor assignments, tax handling, payable amounts and supporting documentation; guard against double payments; resolve discrepancies. • Process all approved invoices for payment on a weekly cheque run; enter data; resolve any system error reports; print and mail/distribute cheques; prepare summary and balancing reports; post to account payable sub-ledger. • Filing of paid invoices. • Processes Livestock Claims for the Provincial Wolf Grant program: Collects completed applications from claimants and 	<ul style="list-style-type: none"> • Ensuring invoices are properly coded and authorized for payment



Township of Essa Job Description

	<p>submits to the Province for payment; Prepares and processes payments to livestock claimant and livestock evaluator.</p> <ul style="list-style-type: none"> • Data input entry for the Township VISA purchasing card payables. 	
Customer Service and General Support	<ul style="list-style-type: none"> • Provides support and information for other departments/ministries as requested/required, such as entering data into spreadsheets for Public Works regarding Energy Management Reporting. • Responds to vendor inquiries. • Responds to customer inquiries regarding general receivables. 	<ul style="list-style-type: none"> • Cross trained and back up for Bank Reconciliation • Back up for filing of the Energy Management Report
Payroll	<ul style="list-style-type: none"> • In the absence of the Payroll Clerk, processes biweekly payroll for salary and hourly employees, monthly remuneration for Council and Volunteer Fire Fighters. • Enters timesheet data from departments for hourly employees. • Verifies calculations for accuracy. • Reimbursements for mileage and other employee-related expenses. • Sends payroll to the bank via EFT transmission. • Prepares necessary mandatory deductions for approval and remittance. 	<ul style="list-style-type: none"> • Cross trained and back up for payroll

Other details of the position

1. Describe the type of problems this position may have to solve.

Quality control on invoices from vendors such as identifying duplicates, incorrect amounts and which department to forward invoices for approval. Correct coding of vendor invoices from departments. Customer issues relating to general invoicing. Issues with timesheets and other employee pay-outs.

2. Describe the type of decisions this position may have to make.

Determining if an outstanding account receivable is collectable or not. Prioritizing workload to ensure deadlines are met for external partners. For example, making sure invoices are paid on time to avoid late charges, or filing of livestock claims to Province within a set timeframe to be eligible for payment.

3. List the non-supervisory business relationships that come with the position.

Infrequent contact with vendors/suppliers for the Township and general receivables customers. Other department staff. Provincial representatives.



Township of Essa Job Description

<p>4. Any responsibility for material resources required by the position? If so list. General office equipment, adding machine, accounting software.</p>
<p>5. Any responsibility for information resources required by the position? If so list. Responsible for computer workstation and entering data.</p>
<p>6. What is the spending limit for purchases of the position? None.</p>
<p>7. Any budget involvement? If so explain None.</p>

Expected Behaviours of the position (same for all positions)				
	Requirement for Position			
	Not Required	Basic Level	Intermediate Level	Advanced Level
1. Communication				
(a) Written communications		X		
(b) Oral communications one-on-one or in small groups		X		
(c) Large group presentation	X			
(d) Positive demeanor				X
(e) Negotiation/Mediation	X			
2. Stakeholder Contact				
(a) Knowledge of the services provided			X	
(b) Professional manner in dealing with stakeholders			X	
(c) Customer focused orientation (can do)			X	
(d) Build strong relationships			X	
(e) Continually improve service			X	
3. Leadership				
(a) Develop a business or strategic plan (planning)	X			
(b) Convince others to buy into our vision or a change	X			
(c) Translate the strategy & plan into action & results	X			



Township of Essa Job Description

(d) Flexible & adaptive (open to new ideas)		X		
(e) Innovate	X			
(f) Think critically – Think independently			X	
(g) Tolerant (diversity)		X		
(h) Empathy		X		
(i) Confidence		X		
(j) Active listening		X		
4. Supervisory				
(a) Coach & mentor	X			
(b) Empower & delegate	X			
(c) Manage job performance (give continuous corrective feedback)	X			
(d) Discipline and tough decisions as appropriate	X			
(e) Manage succession planning	X			
(f) Create and manage personal development plans for reports	X			
5. Teamwork				
(a) Work effectively with team members who have a variety of skill levels		X		
(b) Build & sustain internal relationships			X	
(c) Champion collaboration within the team			X	
(d) Accept all feedback (superiors, pers & subordinates)			X	
(e) Respect authority			X	
(f) Resolve conflict & difficult people		X		
6. Working Skills				
(a) Manage workload and meet deadlines (time management)		X		
(b) Deliver results (work ethic)			X	
(c) Manage stress		X		
(d) Manage quality of own work (attention to detail)			X	
(e) Ethics & integrity		X		
(f) Autonomy (independent action)		X		
(g) Creativity (originality and independent thinking)		X		
(h) Organization including project management		X		



Township of Essa Job Description

Qualifications

Formal Education & Training:
2 year College Diploma in Business or equivalent and sound knowledge of accounting.

Required in house training:
Great Plains and Questica software, Excel spreadsheet/database management.

Work Experience:
1 year accounting experience, specifically in Accounts Payable and/or Accounts Receivable. Prior experience in payroll an asset.

Specific Technical & Sector Skills required:

Physical Skill & Effort and Working Conditions

Manual dexterity to operate a computer and other office equipment as necessary. Low risk of injury: sitting at a desk, eye strain a possibility.

Mental Skill & Effort and Working Conditions

Infrequent interruptions by public by phone and in person. Concentration is required to ensure accuracy.

SIGNATURES / APPROVALS	Date	Signature
Incumbent:		
Department Head: Debbie Dollmaier		
Chief Administrative Officer: Michael Mikael, P. Eng		