



The Township of Oro-Medonte requires an Accounts Payable Clerk

The Township of Oro-Medonte is a picturesque and progressive municipality on Lake Simcoe with a population of 21,500 and a land area of 61,000 hectares that includes a number of settlement areas that continue to grow and urbanize. Oro-Medonte provides residents and visitors alike with unparalleled year-round recreational opportunities, unspoiled natural and agricultural lands and small-town charm with the convenience of being just a short drive to Barrie, Orillia and the Greater Toronto Area. As one of Ontario's premier quality of life communities, the Township is committed to its strategic goals including: Preparing for Our Future, Fostering Safe and Inclusive Community Living & Business Growth, Modernizing Township Services & Supporting our Workforce.

The Township is currently seeking an experienced professional, with the knowledge, skills and abilities to fill the full-time role of Account Payable Clerk. The Accounts Payable Clerk is responsible for the processing of various invoices and credit card statements electronically for payment and maintains all aspects of accounts payable processing and controls using account coding, ensuring accuracy and appropriate authorizations, tax treatment, pricing, discrepancies, and corrections. In addition, the Accounts Payable Clerk will be responsible for the processing of electronic funds transfers, cheques and associated cancellations and stop payments where required.

The successful applicant must have a sound knowledge and experience of accounting principles normally acquired through a 3 year Accounting Diploma combined with 2 years related experience. Knowledge and experience in accounts payable, accounts receivable or another related bookkeeping role is required. In addition, demonstrated attention to detail, strong analytical skills, knowledge of computer software applications along exceptional customer service skills are essential. The position will require the successful candidate to utilize excellent interpersonal, public relations, project/time management, communication, presentation, record keeping and problem solving skills.

The successful candidate must be able to provide a Criminal Reference Check satisfactory to the Township.

This bargaining unit position offers a salary commensurate with experience and education (2022 Salary range \$28.22 to \$33.93), plus a competitive and attractive benefit package. Individuals having these qualifications are encouraged to submit a resume and letter of application clearly identifying which position you are applying to by 12:00 noon, Wednesday, June 7th, 2023 to:

Human Resources
148 Line 7 South, Oro-Medonte, Ontario L0L 2E0
Email: careers@oro-medonte.ca

A detailed job description is available on our website www.oro-medonte.ca

We thank all applicants; however, only those considered for an interview will be contacted.

The Township of Oro-Medonte is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township of Oro-Medonte Human Resources Department if you require any accommodations to ensure that you can participate fully and equally during the recruitment and selection process. We thank all applicants; however, only those considered for an interview will be contacted. Personal information is collected pursuant to The Municipal Freedom of Information and Protection of Privacy Act, and will be used for the purpose of the candidate selection. Questions about this collection should be directed to the Director, Human Resources.

POSITION TITLE:

ACCOUNTS PAYABLE CLERK

PERFORMANCE CRITERIA AND JOB DESCRIPTION

STATEMENT:

Performs the day-to-day processing of accounts payable transactions including reconciliations to ensure that vendors are paid in a timely and accurate manner.

REPORTS TO:

Deputy Treasurer

PERSON REPORTING TO

None

INCUMBENT:

RESPONSIBILITIES:

- a) Responsible for the processing of various invoices electronically for payment and maintains all aspects of accounts payable processing and controls using account coding, ensuring accuracy and appropriate authorizations, tax treatment, pricing, discrepancies, and corrections;
- b) Primary responsibility for managing the Accounts Payable email inbox, including sorting messages into appropriate folders, and assigning responsibility for action by all departments;
- c) Responsible for coding hydro, gas, telephone & fuel invoices;
- d) Investigate courier and office supply purchases for the appropriate departmental split if required;
- e) Processes and downloading monthly Credit Card statements and monthly input of invoices and coding from other departments;
- f) Follow up with departments on outstanding invoices and approvals to ensure timely payment, including assisting with proper invoice coding;
- g) Maintain vendor contact and payment information within accounting software, respond to vendor inquiries, and follow up on discrepancies;
- h) Prepare backup documentation for vendor accounts' including reconciling vendor statements;
- i) Assist departments with Purchase Order (PO) policies and processes to ensure consistent practice. Provide training as needed to ensure proper use of the current PO database;

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- j) Prepare and process Electronic Funds Transfers and cheques as well as required cancellations and stop payments;
- k) Assist and support the purchasing function, including ongoing input into the procurement policy and procedures to ensure efficiency and internal controls are met;
- l) Prepare reimbursements for staff and Council;
- m) General journal maintenance, including journal entries, and reconciliation of relevant GL accounts;
- n) Participate in the preparation of documents to track capital contract holdbacks;
- o) Prepare relevant documents for the year-end audit as directed;
- p) Follow the records management program (TOMRMS) for all records generated including scanning and filing and follow related departmental and Township policies and processes;
- i) Undertakes representative duties as Accounts Payable Clerk with the community, Provincial, and inter-municipality as required/directed; and acts as an “ambassador” for the Township supporting and championing corporate goals and decisions within the community in a courteous, friendly, and efficient manner to promote a high standard of customer service and public relations at all times;
- j) Participate in the Township’s Health & Safety Program, wear & maintain personal protective equipment as required, approved, and issued; report any incidents, accidents, or hazards to the Supervisor;
- k) Demonstrates commitment to personal and professional development by remaining current with new legislation, regulations, and technology relating to the Department in order that professional competence is maintained;
- l) Other duties as may be assigned by the Director Finance / Chief Financial Officer/ and Deputy Treasurer.

COMMUNICATION:

- a) Strong oral and written communication skills in dealing with Senior Management, Council, staff, the public, Township consultants, and other agencies as required in performing responsibilities;
- b) Communicates in a manner representative of the Township’s values while fostering engagement, empowerment, innovation, and accountability;

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- c) Develops effective communication systems to residents are provided with timely, relevant, and accurate information;
- d) Maintain confidentiality as per the requirements of the Municipal Freedom of Information and Protection of Privacy Act and Municipal Policy;
- e) Enlist the cooperation and support of fellow employees and foster a feeling of pride and loyalty to the Corporation and the Public with a positive attitude.
- f) Possesses a good understanding of Department related problems and has an appreciation of Township Policies, Practices, and Responsibilities including but not limited to Smoking in the Workplace; Respect in the Workplace, and Accessibility Standards for Customer Service;
- g) Deal effectively and tactfully with the general public in receiving, directing, and relaying any concerns to the appropriate staff member.

KNOWLEDGE:

- a) Sound knowledge of accounting practices normally acquired through a 3 year College Diploma in Accounting or related discipline;
- b) Minimum of 2 years related experience, preferable in a municipal environment;
- c) Knowledge and experience in accounts payable, accounts receivable or another related bookkeeping role;
- d) Demonstrated exceptional attention to detail combined with strong analytical skills, experience in evaluating expense reports and reviewing financial documents;
- e) Sound knowledge and experience with general computer software applications, Microsoft Office Word and Excel knowledge at the Intermediate level;
- f) Ability to think and act appropriately in a political and community service environment and to deal courteously and effectively with elected officials, the general public/residents, staff and other departmental/corporate contacts;
- g) Knowledge and experience in the operations and framework of municipal government;
- h) Demonstrated experience in providing a high level of customer service;
- i) Excellent interpersonal, public relations, project/time management, analytical, communication, presentation, record keeping, and problem-solving skills.

PERFORMANCE STANDARDS:

The Accounts Payable Clerk shall meet the level of satisfactory performance in each of his/her responsibilities:

Quality of Work

- a) Based on measurable volume and compared against meaningful standards, taking into account any unusual conditions which affect output.

Quality of Performance

- b) Frequency of errors, efficient use of resources, excellence of workmanship.

Attitude

- c) Convey a positive attitude and conveys corporate value in all interactions.

Dependability

- d) Shall assure one's own reliability, punctuality, and attendance.

Initiative

- e) To work conscientiously, using resourcefulness, ingenuity, and suggestions for the improvement of the Corporation.
- f) Demonstrated commitment to public service excellence and continuous improvement.