



# Municipal District of Fairview No. 136

## Position Description

November, 2024

Position Title: **Finance Assistant**  
Position Classification: Office Worker  
Position Category: Permanent Full-time  
Regular Hours of work: 7 hours per day, Monday through Friday, 8:30 a.m. to 4:30 p.m.  
35 hours per week, 1820 annual hours  
Reports To: Director, Corporate Services and Finance  
Supervises: Nil  
Position Summary: Accountable for a range of financial administrative services related to the management and administration of full-cycle accounting functions including accounts payable, accounts receivables, utilities, payroll, and other finance services related functions.

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### Key Responsibilities:

#### **General Administrative**

Provide administrative and project support services within the Department of Corporate Services and Finance including, but not limited to:

- Providing support to all other administrative support positions during heavy workload, absences, vacancies, special projects, or special events.
- Maintaining fuel cards and records in coordination with fuel supplier, including sign out, lost or stolen cards, and pin resets.
- Maintaining the Municipality's key sign outs and associated documentation.
- Overseeing postage machine maintenance and operation including, but not limited to, adding funds, ordering supplies, and troubleshooting.
- Assisting the Director, Corporate Services and Finance, with offsite backup of IT backup data drives.
- In periods of high volume and absence or unavailability of the Administrative Assistant, performing the duties of the Administrative Assistant. This includes, but is not limited to, reception services, cash receipting, cemetery-related transactions, equipment rental, licensing, water truck load station agreements, and other related duties.
- Maintaining knowledge and understanding of applicable standards and legislation, municipal policies, and business systems and software relating to the role, including, but not limited to, utility software, financial system software, Microsoft office 365, and payment and receipting systems.

#### **Accounts Payable**

Responsible for managing accounts payable payment cycle activities in a timely and efficient manner including, but not limited to:

- Receiving invoices, matching invoices to purchase orders and bills of lading, reviewing, and verifying invoices for mathematical accuracy, and reconciling invoices to statements.
- Ensuring proper supporting documentation, general ledger coding, and approval for payment.
- Maintaining copies of invoices for specific projects such as airport costs, grants, capital, prepaids, etc.

- Processing councillor per diems, staff travel expenses, and reimbursement of expenses as per applicable policy.
- Supporting Directors in ensuring contractors are WCB compliant during projects.
- Processing and data entering invoices, credit notes and returns, and payable cheques.
- Managing supplier profiles, information, supplier inquiries, outstanding cheques.
- Subject to the direction and oversight of the Director of Corporate Services and Finance, reconciling subledger to control account, preparing correcting entries, ensuring corrective actions are taken. Further, preparing various account reconciliations and related journal entries.
- Ensuring all payable-related transactions are processed and recorded in the financial system.
- Maintaining a complete, accurate, and timely record of accounts payable documents for future, current, and past years.
- Managing related incoming and outgoing mails for supplier invoices, statements, payable cheques, and electronic funds transfers.
- Processing online payments (e-payments).

## **Accounts Receivable**

### **A. General Receivable**

Responsible for managing accounts receivable revenue cycle activities in a timely and efficient manner including, but not limited to preparing, posting, verifying, and recording customer invoices, payments, penalties, and transactions related to accounts receivable. Some duties include, but are not limited to:

- Receiving and processing requests for invoices from other departments.
- Processing water truck fill station, airport lot rental, and utility invoices and associated reporting.
- Maintaining and processing annual lease invoices.
- Processing ad-hoc receivable invoices and credit notes.
- Ensuring proper supporting documentation, general ledger coding, and approval.
- Generating and mailing customer statements.
- Managing outstanding invoices and initiating follow-up procedures on overdue accounts.
- Providing support regarding long-term outstanding accounts that require collection, transfers to tax roll, or writing off bad debt.
- Subject to the direction and oversight of the Director of Corporate Services and Finance, reconciling subledger to control account and preparing correcting entries. Further, preparing various account reconciliations and related journal entries.
- Ensuring all receivable-related transactions are processed and recorded in the financial system.
- Maintaining accurate customer records in compliance with Municipal policies and procedures.
- Maintaining a complete, accurate, and timely filing system of receivable invoices and documentation for future, current, and past years.

### **B. Utilities**

Responsible for managing water/wastewater, garbage, and recycling utility billing, including, but not limited to, calculation of bills and penalties, preparation of pre-billing estimates, printing and mailing utility bills and generating and distributing post-billing reports. Some duties include:

- Obtaining and processing of electronic meter reading, loading meter reading into billing systems, and notifying owners and renters of any leak alarms.
- Generating invoices/statements ensuring all charges (e.g., disconnections, connections, new meters, garbage bin replacement, penalties, etc.) are included.
- Managing and completing work orders for new customer connections and disconnections including following up on overdue accounts and carrying out any disconnections per Municipal policies.

- Maintaining accurate meter inventory ensuring minimum/maximum inventory on-hand and ensuring meters are replaced timely when not working correctly.
- Working with meter suppliers and software suppliers to resolve issues. This includes investigating, diagnosing, tracking, resolving meter issues, sending out non-working meters for testing, replacement, repair, or warranty, receiving replacement meters, and updating meter inventory.
- Assisting Fairview Rural Water Co-op with activities related to preparing for its utilities billing.
- Managing and responding to customer inquiries, including additional billed users (renters), owner changes, meter changes, etc.
- Subject to the direction and oversight of the Director of Corporate Services and Finance, reconciling subledger to control account, preparing correcting entries, ensuring corrective actions are taken. Further, preparing various account reconciliations and related journal entries.
- Ensuring all utility-related transactions are processed and recorded in the financial system.
- Maintaining a complete, accurate, and timely filing system of utility billing and meter information for future, current, and past years.

### **Payroll**

Subject to direction and oversight of the Director of Corporate Services and Finance, responsible for maintaining payroll information by collecting, verifying, and processing payroll information, determining pay and benefit entitlements, maintaining accurate payroll records, and providing payroll information to employees and managers. Some duties include, but are not limited to:

- Maintaining and overseeing employee information, compensatory leave records, and payroll liability accounts including reconciling payroll reports to the general ledger liability accounts.
- Working with supervisors and Directors relating to timesheet submission accuracy.
- Creating, distributing, receiving, and reviewing timesheets, ensuring compliance with applicable policies, procedures and legislative requirements.
- Preparing, verifying, and processing employee payroll related payments, including regular pay, benefit payments, and special payments such as bonuses, gifts, vacation pay, and required payroll adjustments.
- Processing payroll related remittances such as, taxes to Canada Revenue Agency, pension, WCB, garnishment, insurance and benefits, and any other payroll related remittances.
- Managing and responding to payroll inquiries.
- Ensuring all payroll-related transactions are processed and recorded in the financial system.
- Maintaining a complete, accurate, and timely filing system of payroll documents.

### **Bank Reconciliation**

Subject to the direction and oversight of the Director of Corporate Services and Finance, responsible for reconciling bank statement transactions, ensuring financial system reflects the correct transactions.

Some duties include:

- Posting cash receipt deposits.
- Completing monthly bank reconciliation – enter deposits, interest, disbursements, outstanding deposits, outstanding cheques, payroll debits, fees, and adjustments.
- Ensuring all bank-related transactions are processed and recorded in the financial system.

### **Fiscal Audit**

Responsible for ensuring records within scope of responsibility are properly maintained for audit inquiries and assisting the Director of Corporate Services and Finance during the annual fiscal audit.

## **Health and Safety**

Employees of the Municipality are expected to participate fully in the Municipality's health and safety program. Employees are expected to:

- Make every reasonable effort to protect the health and safety of all workers and oneself.
- Comply with the Municipality's Health and Safety Program, as well as the Alberta Occupational Health and Safety Act, Regulations, and Code.
- Wear and maintain Personal Protective Equipment (PPE) as required.
- Report all incidents, near-misses, and injuries requiring First Aid or Medical Aid to supervisor or Director.
- Participate in and complete Field Level Hazard Assessments as required and report new hazards, unsafe acts, or unsafe conditions to a supervisor or director.
- Refuse dangerous work and report the refusal to a supervisor or director.
- Comply with all WHMIS and TDG requirements when handling, using, transporting, and storing materials.

## **Knowledge, Skills, and Abilities**

- Knowledge of computerized accounting business systems
- Current working knowledge of Diamond Municipal Software is considered an asset.
- Strong interpersonal skills and cultural competency.
- Ability to work in and interact professionally and respectfully with staff of diverse workforce to effectively address concerns and inquiries.
- Ability to work cooperatively as a member of a team and to work independently with minimal supervision.
- Strong verbal and written communication skills that enable clear communication of complex matters.
- Ability to prioritize, organize and manage work-related tasks and to achieve results within acceptable timeframes.
- Strong analytical, reconciliation, research, and problem-solving skills.
- Ability to maintain confidentiality with respect to all matters relating to the Municipality.
- General knowledge and understanding of the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act (FOIP)*, and other applicable *Municipal Bylaws* and policies, *Provincial and Federal Acts, Regulations and Codes*.
- Ability to use a computer with demonstrated proficiency and well-developed skills working with software such as Microsoft Office, especially with Excel, Outlook, and Word.

## **Qualifications:**

- High School Diploma or General Educational Development (GED).
- Minimum one (1) year business, office or accounting-related post-secondary certificate.
- Minimum three (3) years recent (within the last five years) and relevant accounting work experience.
- Experience in local government an asset.

## **Additional Requirements:**

- Must have valid Alberta Class 5 Driver's License with suitable Driver's Abstract.
- Must be able to drive for durations up to two (2) hours by oneself weekly.
- Must have an acceptable Criminal Record Check.
- Certified in or willing to obtain certification in:
  - WHMIS
  - Standard First Aid/CPR-C

- FOIP (Focus on Privacy)

**Working Conditions:**

- Operating Municipal vehicles to and from work locations.
- Work in an office setting that would require long periods of sitting, work on a computer, general administrative duties, and occasional light lifting. The open work environment consists of shared workspaces and good lighting, temperature, and noise control.