



COUNTY of ANNAPOLIS
NATURALLY ROOTED

Municipality of the County of Annapolis

Financial Services

Position Job Description: Accounts Payable/ Payroll Clerk

Position Overview:

The Accounts Payable/Payroll Clerk reports to the Manager of Finance and is responsible for providing financial, administrative and clerical services. This includes processing and monitoring payments and expenditures and preparing and monitoring of the payroll system. Services are provided in an effective and efficient manner to ensure municipal finances are accurate and up-to-date, that vendors and suppliers are paid within established time limits and that staff and council are paid in a timely and appropriate manner.

Job Responsibilities:

- Receives, verifies and ensures coding of invoices for goods and services
- Management of vendor records in compliance with privacy legislation and internal policies
- Verifies transactions comply with financial policies and procedures
- Prepares and enters invoices for payment, print cheques and prepare EFTs for management review
- Administer and process transactions related to purchase cards
- Prepare HST return submissions on a quarterly basis
- Prepare complex calculations relating to management of holdbacks for large contracts
- Prepares bi-weekly payroll for county employees and councillors for management review
- Track and maintain vacation, lieu-time and sick time in accordance with County policies
- Verify and ensure that proper deductions are taken from employees for CPP, EI, income tax, Pension and benefits and ensure remittances are done in a timely manner
- Support the administration of the County's benefit and Pension plan
- Provide input on related processes to ensure continuous improvement and efficiency creation as well as moving towards electronic processes and records management practices
- Processes working papers for year-end audit as it pertains to Accounts Payable, HST and Payroll functions
- Other reasonably related duties as required

Essential Criteria and Competencies

Minimum qualifications include:

- Post-secondary education and/or equivalent experience in business and/ or finance
- Previous experience in payroll, benefits and pension administration
- Experience in a municipal environment would be considered an asset

- Knowledge of computerized accounting and payroll systems would be considered an asset

Competencies:

- **Values Diversity** -Valuing Diversity is the ability to understand and respect the practices, customs and values of other individuals and cultures. Diversity is beneficial to the organization and community. It applies the ability to work effectively with a wide cross-section of the community representing diverse backgrounds, cultures and socio-economic circumstances, and divergent goals.
- **Communication** - Communication is effective, timely, and relevant exchange of information that is respectful of the diversity of people, and the geography and working environments of our employees. It includes receiving information, listening, understanding and responding openly and effectively in interactions with others. It also implies this information is processed into actions.
- **Citizen Services** - Implies a desire to help or serve others in a courteous and respectful manner and with the goal of meeting their needs. It means focusing one's efforts on discovering, meeting and balancing the needs of citizens, residents, elected officials, internal colleagues, or anyone that the person is trying to help. This involves recognizing that municipal employees are providing services and information to those who have rights and obligations (taxpayers and residents).
- **Achievement Motivation** - Focuses efforts on working well and / or competing against a standard of excellence while achieving high quality results.
- **Work Safety** - Employees have a responsibility to take all reasonable and necessary precautions to ensure their health and safety and that of anyone else who may be affected by their work or activities. This includes adhering to safe practices and standard operating procedures established to reduce risks. Failure to do so is grounds for disciplinary action in accordance with the County's policies regarding managing unsatisfactory performance.
- **Duty of Loyalty** - As a representative of the County of Annapolis, every employee has a legal obligation to avoid acting in a manner that's contrary to the County's interests. This includes refraining from public criticism of the County's practices or personnel, as well an obligation to maintain confidentiality. Failure to do so is grounds for disciplinary action in accordance with the County's policies regarding managing unsatisfactory performance.

Direct Reporting Hierarchy

- Reports to: Manager of Finance

Working Conditions

- Office Environment
- Required to work with Management, Staff, Council, citizen members and residents of the County of Annapolis.

CERTIFICATION

<p>_____ Employee Signature</p> <p>_____ Printed Name Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____ Manager Signature</p> <p>_____ Manager Name Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____ Chief Administrative Officer's Signature Date</p> <p>I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.</p>	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.