



Position Description

POSITION TITLE: Municipal Assistant III - Accounts Payable
DEPARTMENT: Financial Services
GRID PLACEMENT: Pay Grade 4
REPORTS TO: Manager of Financial Services

POSITION SUMMARY

Under the direction of the Manager of Financial Services, this Corporate Services position is responsible for processing all approved invoices for payment, cash receipting and deposits

KEY DUTIES AND RESPONSIBILITIES

a. Key Responsibilities

- Vouchers all incoming invoices; distributes for department supervisors, managers, directors or CAO approval.
- Communicates closely with all supervisors, managers, directors and CAO for payment and invoice processing.
- Inputs Accounts Payable data including project costing into accounting system; completes cheque run. Generates expense and other reports as required.
- Ensures invoices are paid on time and no penalties accrue for late payments.
- Ensures cheques are signed; prepares cheques for mailing; files appropriate information according to established records management guidelines. Transfers completed documents to permanent electronic filing system in place.
- Provides finance support to Customer Service.
- Runs credit applications for new vendors
- Balances all cash receipt batches and prepares bank deposits as required.
- Receives or downloads and cash receipts all direct deposits, online payments through Servus lead bank online portal and all other monies not processed by customer service.
- Assists in preparing Utilities budget and others as needed.
- Supports Parks and Rec for cash set up and collection.

b. Decision Making and Accountability

- This position reports directly to the Manager of Financial Services. It requires the ability to work independently, yet cooperatively in meeting deadlines for payables and deposits.

c. *Administrative Responsibility*

- Requires a sound understanding of the accounting software program currently in place.
- Support to all departments including FCSS on financial inquiries
- General support for Corporate Services
- Perform other job duties as assigned

d. *Contact*

- Consultants with internal and external agencies in acquiring information or confirming information regarding Kneehill County invoices.

e. *Safety*

- Follow the guidelines, assigned responsibilities, and accountabilities as outlined in the Health & Safety Program manual.
- Participates in safety training as related to the position, or within the County's standards or expectations

POSITION REQUIREMENTS

- Two years business diploma or experience in accounts payable processing.
 - Sound understanding of basic accounting terms, principles and processes.
 - Demonstrated skill in the use of Microsoft Office Suite
 - Excellent interdepartmental communication and public relations skills
 - Positive customer service philosophy
 - Sound understanding of Kneehill County policies as they relate to the role
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