

Job Description

Accounts Clerk:

Under the supervision of the Accountant, the Accounts Clerk will be responsible for the following Duties

Enters data for Public Works Accounts Receivables into ACCPAC and checks for accuracy before posting data.

Enters Purchase Order numbers into the ACCPAC system, faxes the Purchase Order to the supplier, files the form, matches it when the invoice arrives and prepares it for payment once a month.

Collects timesheets from Public Works employees and summarizes information into spread-sheet, including vacation, sick leave, absences, etc.

Delivers spreadsheet to Human Resources after it has been approved by the Accountant.

Files timesheets and other personnel paperwork into individual employee files.

Collects and records cash and cheques received from clients for the Town Water and Rural Water services.

Deposits cash and cheques collected into Bank account.