

The Corporation of The Town of Marathon
Position Description

Position Title: Accounts Payable/Receivable Clerk

Reports To: Finance & Administration Manager/Treasurer

Position Description: Provides general accounting duties related to Accounts Payable/Receivable.

RESPONSIBILITIES:

1. Performs all Accounts Payable functions for the Town of Marathon as well as the Marathon Public Library; including the maintenance of filing and record systems both electronic and manual and ensuring all invoices are verified, approved, and processed in a timely fashion.
2. Prepares and forwards Account Receivable invoices and is responsible for maintaining collection objectives.
3. Prepares and submits H.S.T. reports to Canada Revenue Agency.
4. Prepares and enters journal vouchers as required.
5. Maintains corporate travel expense records.
6. Assists with customer service, the preparation of bank deposits and the delivery of corporate mail when required.
7. In the absence of the Organizational Resources Officer performs employee follow-up for Workplace Safety & Insurance Board claims.
8. Works in a safe manner in accordance with the Occupational Health & Safety Act and Regulations.
9. Performs other duties as assigned.

QUALIFICATIONS:

- College Diploma or University Degree in a related field such as Business Administration or Accounting and/or equivalent experience.
- Ability to maintain a high level of confidentiality.
- Working knowledge of computer accounting programs.
- Proficient in the use of Microsoft Office applications (e.g. Word, Excel, Outlook).

- Excellent organizational and time management skills with the ability to meet deadlines.
- Excellent written and verbal communication skills.
- Excellent interpersonal skills.
- Ability to work independently with minimal supervision and/or direction.
- Valid Class "G" driver's licence

EMPLOYEE'S SIGNATURE: _____

CAO/MANAGER/SUPERVISOR SIGNATURE: _____

SIGNED: _____ 20_____

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