

Position: Accounting/Administrative Assistant

Function: Reporting to the Treasurer and Assistant Treasurer, this accounting assistant is responsible for the co-maintenance of both computerized and manual accounting systems as pertains to Accounts Receivable as well as providing accounting/administrative support to the Treasurer, Assistant Treasurer, and Accounting Assistant - Payroll/Payables. As well, this position is the initial contact between the public and general government office.

Responsibilities:

- Daily Administrative Functions
  - Unlock/lock safe and retrieve/return cash drawers and petty cash.
  - Open/close front gate.
  - “Call forward” off/on beginning and end of day.
  - Greet public and administer all accounts receivable functions or refer to appropriate department if further assistance is required.
  - Answer main phone line for all of Municipal Building (except RCMP).
  - Answer phone line for Accounting Office.
  - Sell dog, taxi, and bike licences as well as maintaining current register and/or files on all licences sold.
  - Process all Leisure Service Department registrations using the Sports Plus Program as well as maintain files on each course.
  - Process payments and maintain up to date files (outstanding balances and attendance) for all After School Program participants.
  - Process payments and maintain up to date files (outstanding balances and attendance) for all Adventure Day Camp participants.
  - Process all civilian property ownership changes and military housing occupancy changes following a multi-step program.
  - Generate miscellaneous invoices for Technical Office and Fire Department billings.
  - Maintain a record of all deposits made for Water & Sewer hook-ups and when work is completed either send a refund cheque or produce an invoice.
  - Maintain files for all new streets with civic address assigned to each lot number.
  - Maintain a key cabinet and key log for all keys signed out/in for all rented Town facilities as well as level one of Municipal building.
  - Receive payments either in person, by mail, or online banking for all accounts receivable for the Town of Oromocto and enter receipts in Accpac or Munisoft programs.
  - Maintain accounts payable “paid invoices” files as well as assist Payables clerk as needed.

- Monthly
  - Follow month end procedure for Accpac Accounts Receivable, Munisoft Water & Sewer and Garbage accounts and produce monthly reports.
  - Generate invoices for lease agreements, ground maintenance, and snow removal customers.
  - Generate and mail second, third, and final notices for unpaid accounts.
  - Generate monthly dog report for Council.
  
- Quarterly
  - Produce two copies of “Walk Sheets”, the month prior to billing water & sewer accounts, for use by Water & Sewer personnel performing meter readings.
  - Generate water & sewer invoices for approximately 3,500 customers using both manual entry and the E-Z route program.
  - Receive payments and produce reports using the Munisoft program.
  - Generate past due statements for water & sewer and garbage accounts over 90 days.
  - Work closely with CFHA and DND for collection of past due accounts relating to the military housing.
  
- Semi-Annually
  - Generate garbage invoices for approximately 1,700 customers using the Munisoft program.
  
- Year End
  - Follow year end procedure for Munisoft program.
  - Ready files and binders for all new programs and remove old year files to archives.
  
- General
  - Carry out special assignments from Assistant Treasurer and Treasurer within or related to accounting as requested.