

**CORPORATION OF THE COUNTY OF MIDDLESEX
POSITION DESCRIPTION**

TITLE:	Accounting Clerk	
DEPARTMENT:	Treasury	
REPORTS TO:	Treasurer	
EFFECTIVE DATE:	January 2012	POSITIONS SUPERVISED: None

POSITION SUMMARY:

Provides accounting functions, maintaining the general ledger, accounts payable, accounts receivable in accordance with acceptable accounting practices.

PRINCIPAL RESPONSIBILITIES:

1. Maintains the general ledger, processing journal entries and receipts, completes month end and year-end trial balances, carrying forward and reversing entries as required. Analyzing accounts as required.
2. Prepares and issues customer invoices.
3. Responsible for monthly posting of cash receipts and cash deposits.
4. Processes journal entries for electronic payable for utilities and phone bills, analysis, reconcile accounts, and prepares monthly Committee Reports.
5. Prepares quarterly benefit billings for retired employees.
6. Prepares yearly Energy report.
7. Processes and monitors accounts receivables, initiating corrective action as required.
8. Responsible for bank reconciliations.
9. Processes accounts payables, from input in a computerized accounting system to production of cheques and cheque register, maintaining the vendor's list, ensuring invoices are properly coded, and have been approved for payment. Prepares cheque lists for Department Heads/Council, answers payment inquiries, and files invoices. Initiates stop payments and arranges for money orders as required.
10. Processes machine time sheets and inventory data for the Transportation Department in the accounting system.
11. Responsible for bank deposits.
12. Responsible for the petty cash fund.
13. Acts as backup for other positions within the Treasury Department, as required.
14. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

1. Completion of a community college business/accounting diploma
2. Three years experience in bookkeeping or accounting.
3. Experience with a computerized (Great Plains) accounting system.