



JOB DESCRIPTION

Job Title: Financial Clerk	Department: Social Services	Division: Renfrew County Housing Corporation	Reports to: Site Supervisor
Revision Date: August 2009	Salary Grid: CUPE 4425	Location: Renfrew Site	

Approval:	Department Head	_____
	Supervisor	_____
	Employee	_____
	Staff Administration Committee	_____

Position Summary:

Responsible for the accurate and efficient administration of the accounting functions of the Renfrew County Housing Corporation.

Qualifications:

- A minimum of one year post-secondary education in an administrative studies, or business administration with an emphasis in accounting principles.
- Minimum of one (1) year demonstrated accounting/financial experience is required.
- Strong interpersonal skills combined with excellent written and verbal communication skills, along with a requirement for computer proficiency.
- Detailed knowledge/experience with accounting practices and procedures would be a definite asset.
- Experience in a social housing administration setting would be an asset.
- A valid driver's license is required.

Position Responsibilities:

1. Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial and Municipal Acts. Performs the responsibilities of the position consistent with the Operational policies of the County of Renfrew and the Renfrew County Housing Corporation.
2. Responsible for the coordination of timely and accurate accounts payable functions.



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3. Responsible for the maintaining and monitoring of revenues payable to the corporation using a property management system.
4. Responsible for the coordination and preparation of all payroll information for the bi-weekly payroll as well as the general administration of payroll records.
5. General office responsibilities relating to accounts payable, accounts receivable and payroll. Responsible for performing in-house audit functions, developing and maintaining of electronic spreadsheets as well as making suggestions for improvement on processes and consistencies.
6. Performs other related duties.
7. Protects own health and health of others by adopting safe work practices, reports unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario occupational Health and Safety Act.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.



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LIMITS OF AUTHORITY

The employer has the following limits of authority for the position noted above.

- 1.
- 2.
- 3.
- 4.
- 5.