

MUNICIPALITY OF THAMES CENTRE

JULY 2017

POSITION TITLE: Accounts Payable / Asset Management Coordinator

REPORTS TO: Director of Financial Services/Treasurer

PURPOSE OF POSITION:

Under the direction of the Director of Financial Services/Treasurer, the Accounts Payable / Asset Management Coordinator processes all invoices approved by department heads and the Director of Financial Services for payment and issues payment. Process contracts and agreements in accordance to the Municipal Procurement Policy. To assist in the on-going maintenance and update to the Asset Management database. To assist in the preparation of the annual budget and year end working papers as well as acting as back up for accounts receivable and front counter cashier responsibilities.

MAIN DUTIES - NATURE AND SCOPE:

Consolidate all accounts payable invoices, ensuring proper department head approval where necessary and process invoices bi-weekly.

Responsible for the completion of the annual Energy Reporting and the LAS Electricity Program.

Respond to inquiries from suppliers and departments on the status of accounts payable invoices and on the municipality's payment procedures and policies.

Maintain TOMRMS filing system for the department, including maintenance of Laser fiche workflows and paperless systems.

Provide assistance and guidance to staff and vendors with regard to the Municipality's Procurement Policy.

Provide coordination of various centralized procurement programs and cross corporate operational supply contracts. (ie. Office and computer supplies, cleaning and maintenance contracts, utilities and leased equipment).

Represent the Municipality on the Elgin-Middlesex-Oxford Purchasing (EMOP) group. Provide updates to all Directors.

Develop and maintain various spreadsheets for data collection and record keeping and claims submissions, (ie. Holdback allocations, Worker's Compensation Vendors Listing and employee uniform programs).

Prepare monthly variance reports and complete cost analysis for the Director of Financial Services/Treasurer.

Assist the Director of Financial Services/Treasurer in preparing the annual Municipal Operating and Capital budgets.

Prepares and processes monthly and year end adjusting journal entries and prepare assigned year end working papers for auditor and respond to auditor inquiries.

Assist the Director of Financial Services/Treasurer in maintaining the Municipality's Asset Management database for accuracy and compliance with legislative requirements.

Set up new TCA's, assist in yearend entries including disposals and annual review of write downs.

Data cleansing and maintaining data continuity and accuracy through on-going analysis and work with Departments to ensure compliance with Asset Management regulations.

Provides back up for processing accounts receivables and front counter coverage.

Performs related and other duties as assigned.

QUALIFICATIONS/EXPERIENCE:

Post Secondary Diploma/Degree in accounting at the Community College level or related discipline.

Previous financial experience within a municipal environment and/or enrollment in the AMCTO program or equivalent, would be preferred.

2 to 3 year experience in municipal accounting and finance.

Sound working knowledge of office practices and procedures.

Computer literate in software programs such as Microsoft Office and web business banking software. Previous experience in Keystone Financial Software and/or CityWide Solutions would be preferred.

Ability to work independently, prioritize and meet deadlines.

Excellent interpersonal skills, able to communicate effectively both orally and in writing, with fellow staff, elected officials and the general public.