



Settle down.



PAYMENTS CLERK

The City of Grand Forks is seeking an individual for the position of Payments Clerk. This position is full-time and offers a competitive salary and full range of benefits.

Situated at the confluence of the Kettle and Granby Rivers in the southern interior, Grand Forks is known for its Okanagan weather and Kootenay lifestyle. We are a small community of friendly yet engaged citizens situated in a sunny river valley surrounded by mountains and lakes. There are opportunities for a diverse range of winter and summer outdoor recreation opportunities. From a small kid-friendly ski hill and accessible bike trails, to extreme downhill biking, sledding, and backcountry adventure. Enjoy the food security delivered by the growing agricultural sector in the valley or the warmest tree-lined lake in Canada. We've got the weather, we've got the food, we've got the fun. What are you waiting for!

Corporation of the City of Grand Forks
PO Box 220
7217-4th Street
Grand Forks, BC V0H 1H0
50-442-8266



The City of Grand Forks – Job Posting

Position Title: Payments Clerk

Department: Financial Services

Position Type: Full Time Regular, Union

Hours of Work: 75 hours every two weeks per the Collective Agreement

The City of Grand Forks has an opening for the position of Payments Clerk.

Under the general direction of the Chief Financial Officer and the immediate direction of the Accountant/Comptroller, the Payments Clerk is responsible for intermediate accounting and clerical duties.

The duties of a Payments Clerk will include but not be limited to:

- Payroll
- Benefits Administration
- Year-end reporting, including T-4's, Superannuation reports, WCB reports, and public bodies reports
- Accounts Payable
 - Controlling all AP invoices
 - Distribution to departments for confirmation and approval
 - Ensuring that GL coding has been performed and that the purchasing policy and/or contracts have been adhered to
 - Issuing payments
- Other related duties as may be assigned from time-to-time.

The ideal candidate has completed high school and intermediate accounting courses through a recognized post-secondary institution, or equivalent working experience, preferably in a mixed business and government environment, and has good communication skills, both spoken and written, along with proficiency in use of relevant office equipment and computers.

A complete job description with a full list of qualifications is available on the City's website at www.grandforks.ca

Using the subject line "Payments Clerk", please submit your resume and cover letter, in confidence, to Human Resources, City of Grand Forks, 7217-4th Street (PO Box 220), Grand Forks, BC, V0H-1H0, or by e-mail: jobs@grandforks.ca

Cover letters and detailed resumes, including references, will be accepted until 12:00 pm (noon) on Friday, February 3, 2023.

The City of Grand Forks appreciates the interest and effort of all applicants in applying for this position, however only those selected for an interview will be contacted.

JOB DESCRIPTION

PAYMENTS CLERK

RESPONSIBILITIES:

Under the general direction of the Treasurer and the immediate direction of the Accountant/Controller, the Payments Clerk is responsible for intermediate accounting and clerical duties.

The Payments Clerk is expected to:

- Monitor General Ledger accounts and bring any questionable items to the attention of the Accountant/Controller.
- Train and supervise subordinate staff to be able to perform core duties for relief purposes.
- Respond to inquiries from the public and other members of staff in a timely fashion, cognizant of the Freedom of Information and Protection of Privacy Act.

DUTIES:

The duties of a Payments Clerk will include but not be limited to:

1. Setup and maintain Payroll Module and Human Resource Module.
2. Ensure that an accurate payroll is prepared and transmitted on a biweekly basis, ensuring that the Collective Agreement between the City and CUPE Local 4728 is adhered to as it relates to payroll.
3. Administer benefits for all eligible employees.
4. Maintain all necessary payroll records.
5. Complete year-end reports, including T-4's and Superannuation Reports, WCB Reports and Public Bodies Report.
6. Control and handle all accounts payable invoices:
 - distributing to departments for confirmation and approval
 - checking approved invoices to ensure that coding has been performed and is reasonable, that purchasing policy has been adhered to, that contracts are adhered to, that adequate budget has been identified to cover expenditures or that evidence of interim Council approval has been attached.
 - issuing payments appropriately.
7. Complete statistical reports and surveys as may be required from time to time by Council, management or senior government.
8. Maintaining files for all payments and assisting others retrieve information as may be required from time to time.
9. Other related duties as may be assigned.

JOB DESCRIPTION

QUALIFICATIONS:

- High School Graduation.
- Completion of intermediate accounting courses through a recognized post-secondary institution, or equivalent working experience, preferably in a mixed business and government environment.
- Good communication skills (verbal & written with strong level of literacy).
- Skills, experience and proficiency in use of a variety of office equipment including computers, calculators and other specialized office equipment.