

**CUMBERLAND JOINT SERVICES MANAGEMENT AUTHORITY  
POSITION GUIDE AND JOB DESCRIPTION**

**ACCOUNTS PAYABLE/RECEIVABLE CLERK**

**6 MONTH TERM POSITION**

**(POSSIBILITY OF EXTENSION AND/OR BECOMING PERMANENT)**

**POSITION SUMMARY:**

Responsible for the switchboard and providing secretarial, clerical, and administrative support for senior staff (General Manager, Waste Reduction Coordinator, Operations Supervisor) and for financial record keeping including accounts payable, accounts receivable, bank reconciliations, etc.

This position reports to the General Manager.

The following is not intended to be all inclusive or to limit the Authority to expand the functions or to assign additional responsibilities.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

This position is responsible for providing high quality customer service to the general public through switchboard operations; providing clerical support to the Board via the General Manager; and providing administrative and financial support for senior staff.

**Switchboard Operations**

- Provide high quality customer service to assist citizens with addressing solid waste related inquiries via phone or other methods of communication;
- Direct incoming calls to the appropriate location; and
- Screen calls where appropriate to ensure the correct level of response.

**Support of Board**

- Schedule and make all meeting arrangements for the Board, including notifying members;
- Ensure minutes are recorded and circulated in a timely manner;
- Ensure all related correspondence, reports, policies, and other information is maintained for permanent record, as outlined by municipal and/or provincial policy; and
- Ensure all required background and/or supporting information and any necessary audio/visual equipment is available on a meeting-by-meeting basis.

### **Administrative Support for Senior Staff**

- Provide secretarial, clerical, and administrative support to senior staff;
- Maintain a paper and/or electronic filing system to ensure proper retention and retrieval of all documents, correspondence, etc.;
- Maintain an inventory of office supplies; and
- Assist with special events such as, but not limited to: Household Hazardous Waste Events, Exhibitions, Home shows, and other public information sessions.
- Provide support for the Safety Committee.

### **Financial Records and Accounting**

Maintain financial records that meet all regulatory and best practice standards.

- Maintain accurate financial accounting records, including general ledger, receivables, payables, payroll, including all supporting account reconciliations; process all financial transactions;
- Preparation of accurate, timely monthly financial statements, which include projections for the fiscal year and comparisons to annual budget;
- Maintain required historical financial information and analysis and preparation of long term budgets; and
- Preparation of working paper files, account analysis, and year end financial statements to facilitate the completion of interim and year end external audits.

### **DECISION MAKING/PROBLEM SOLVING:**

- A. The key decisions and/or recommendations made by this role:  
Understand priorities of organization to ensure correct activities are supported in a timely manner.
- B. The impact this position has on departmental objectives and organizational goals:  
Responsible for supporting Board and CAO Advisory Committee via the Solid Waste Manager – can have a significant impact on professional appearance of organization, both publically and privately.
- Responsible for addressing customer service related inquiries from general public – can have a significant impact on public support of solid waste initiatives in the Cumberland Region, as well as an impact on opinions of the general public related to their impressions of the organization.

**CJSMA COMPETENCIES** (The position is responsible for the following behavioural competencies)

Customer Service Orientation	Relationship Building for Influence
Self-Awareness	Teamwork
Holding People/Self-Accountability	

### **CONTACTS/KEY WORKING RELATIONSHIPS:**

**Internal:**

General Manager, Senior Staff, Operational Staff

**External:**

Board Members, CAO's and other Municipal Staff, Citizens, Contractors, Haulers

**SPECIFIC FUNCTIONAL ANALYSIS:**

Overall, this position typically requires a sedentary physical demand as outlined by the Dictionary of Occupational Titles (Volume II, Fourth Edition, Revised 1991), and is predominately a sitting position. However, education related events (home shows, tours, etc.) may require significant amounts of standing.

The work pace is moderate within a moderately distracting work environment (dust and odours may be present on-site, depending on weather conditions and work scheduling). Attention to detail and multi-tasking is required.

**POSITION REQUIREMENTS:**

The Administrative Assistant/Bookkeeper must be an effective communicator, capable of providing information both internally and externally. Must enhance CJSMA's work environment and support CJSMA's mandate, both internally and externally. Create and execute objectives, while meeting commitments and working within the guidelines, provincial legislation, and CJSMA policies and procedures.

Formal Education

High school degree and related diploma from a recognized post-secondary institution.

Length and type of directly applicable experience, specialized knowledge, and skills (i.e., technical, managerial, etc.)

- Ability to prioritize;
- Strong oral and written communication skills;
- Strong organizational skills;
- Ability to multi-task; must be detailed orientated;
- Must have valid driver's license and access to reliable vehicle;
- 3-5 years relevant experience would be an asset; and
- Knowledge of waste diversion programs in the Cumberland Region would be an asset.
- Knowledge of Quickbooks would be an asset.

**SIGNED AND REVIEWED:**

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Manager's Signature)

\_\_\_\_\_  
(Date)

**APPROVALS:**

This position description has been reviewed with the employee and modified where appropriate to ensure that it accurately reflects the job responsibilities.