



CITY OF
PRINCE GEORGE

JOB DESCRIPTION

JOB TITLE:	REVENUE CONTROL CLERK	SCHEDULE:	B
DIVISION:	REVENUE SERVICES	PAYGRADE:	9
DEPARTMENT:	FINANCE		

JOB SUMMARY:

The Revenue Control Clerk is responsible for all aspects of the cash cycle including receiving, balancing, reconciling and depositing cash to the bank. Timely and correct deposits are the responsibility of the Revenue Control Clerk to ensure that the City has cash flow for operational needs. The incumbent enters and approves bank batches and electronic payments, and is also responsible for posting all revenue systems and subsystems to the GL. The Revenue Control Clerk liaises with departments to ensure that all appropriate documentation is entered correctly and provided daily. Performs related duties.

MAJOR RESPONSIBILITIES:

Under general supervision of the Supervisor, Revenue Services:

Supports customers and City Departments by:

- reviewing Home Owner Grant applications and verifying customer information;
- contacting banks if errors or omissions occur in bank batches or electronic payments;
- providing assistance to customers regarding their electronic payments;
- preparing multiple bank deposits daily in time for pick up by the armoured car service;
- entering mortgage tax payments, recording mortgage updates, organizing files and sending to mortgage company for payments on tax accounts;
- preparing and setting up cash floats for City departments;
- reviewing deposits and approving batches for City departments;
- assisting and advising on correct cash procedures, including corrections;
- ensuring the Service Centre is supplied with appropriate sale items from vault;
- researching payments for internal and external customers;
- providing support for bank reconciliations;
- liaises with the Service Centre, Tax and Utility area;
- advising and providing documentation for returned items from bank;
- assisting other departments with troubleshooting and processing transactions to cash clearing accounts;
- ordering and reconciling bus tickets on a monthly basis;
- ensuring safe custody of petty cash floats;
- balancing and auditing audit cash floats and petty cash at year-end for all departments;
- performing time entry;
- entering and approving and posting batches;

- downloading automatic monthly withdrawals for Taxes & Utilities;
- entering credit memos for coin received at the pools, and transit;
- processing payments made online, by phone or at the bank;
- processing cheques by electronic bank scanner;
- providing training for debit machines;
- reconciling cash clearing accounts for year-end;
- utilizing commercial bank online technology for cash management;
- filing all cash records;
- ensuring procedures are documented and updated; and
- preparing year-end working papers.

QUALIFICATIONS:

Education: High school graduation, plus completion of a one-year college certificate program in business or a related field, including accounting courses taken from a publicly-accredited post-secondary institution recognized in the BC Transfer Guide.

Experience: Five years' experience with proven responsibility for balancing large cash transactions and reconciling related accounts.

Knowledge & Skills: Excellent organizational and time management skills. The ability to make repetitive numerical calculations and perform data entry tasks with speed and accuracy, and to control and balance various records and summaries. The ability to handle multiple tasks and projects, and effectively meet deadlines. Strong customer service orientation. Excellent interpersonal skills to build and maintain cooperative working relationships with other City employees. Ability to deal courteously, tactfully and diplomatically with members of the general public as well as internal and external customers. The ability to function within, and contribute to, a collaborative team environment. The ability to openly and respectfully communicate in a way that promotes understanding in both verbal and written forms. Sound problem solving and decision-making abilities. Discretion in handling confidential matters. Considerable knowledge of, and demonstrated expertise in using specialized software related to the work. Proficient in the use of MS Office software programs including an intermediate level of skill with Excel and Word. Proficient in the use of a calculator. Knowledge of WorkSafe BC regulations, occupational hazards and safe work procedures as it relates to the position, including but not limited to: bullying and harassment, working alone and other significant hazards.

Valid BC Driver's license:

No.

Vehicle Usage:

No.

Police Information Check:

Yes. As a condition of employment, must be able to obtain and maintain a clear Police Information Check for offenses related to the position.

Prepared by: Marlys Labonte

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Date Revised: January 2012

Revised by: Dalio/Dupreez

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