



CITY OF  
PRINCE GEORGE

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# JOB DESCRIPTION

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| <b><u>JOB TITLE:</u></b>  | <b>BILLINGS CLERK 1</b> | <b><u>SCHEDULE:</u></b> | <b>B</b> |
| <b><u>DEPARTMENT:</u></b> | <b>REVENUE SERVICES</b> | <b><u>PAYGRADE:</u></b> | <b>9</b> |
| <b><u>DIVISION:</u></b>   | <b>FINANCE</b>          |                         |          |

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## **JOB SUMMARY:**

As a member of the Finance team, the incumbent is responsible for assisting with the preparation and maintenance of accurate records to produce tax and utility bills and making adjustments to tax and utility accounts. In addition, this role is responsible for a broad range of financial duties and provides administrative support. Performs other related duties as assigned.

## **MAJOR RESPONSIBILITIES:**

**Under the general supervision of the Supervisor, Revenue Services:**

**Supports the tax and utility billing function by:**

- setting up and maintaining records pertaining to transactions involving utilities, taxes and web searches as required;
- assisting with the preparation, verifying validity and processing billing notices, reminder statements, and other documentation related to transactions involving utilities, taxes and web searches;
- following and adhering to the Community Charter, Local Government Act and existing City Bylaws, policies and procedures;
- preparing and verifying documentation related to transactions to accounts and ledgers including payments, adjustments, corrections and journal entries;
- verifying postings to sub-ledger accounts and general ledger accounts to ensure correctness of input;
- balancing subsidiary accounts and ledgers to the general ledger, and reporting any problems and potential outcome of problems to a Billings Clerk 2 or supervisor;
- preparing reports and analysis for supervisor and other departments on various accounts and ledgers and transactions related to those records;
- completing Permissive Tax exemption process and preparing reports with the annual tax exemptions as per the tax rates;
- assisting with the advertising of due dates, tax sale, Permissive Tax Exemptions and Local Area Service projects;
- ensuring procedures are documented and updated;
- answering enquiries and obtaining information from user departments, the public and outside organizations;
- updating and maintaining all records with all forms of correspondence;
- inputting and retrieving data to and from various information systems;

- maintaining software by testing updates and upgrades as required to meet operational needs;
- assisting with preparing period end reconciliations and year end working papers and reporting problems and potential outcome of problems to supervisor or Billings Clerk 2;
- performing time entry and processing any other required information for the section;
- assisting Revenue Control, or other sections of the department, as required by providing relief for staff members on holiday or sick leave or in peak work load periods;
- providing support, such as preparing mail merge files to respond to clients; composing a variety of correspondence; documenting work processes; and
- performing related duties

**QUALIFICATIONS:**

**Education:** High school graduation, along with a post-secondary certificate which includes courses in accounting from a publicly-accredited post-secondary institution recognized in the BC Transfer Guide.

**Experience:** A minimum of three years of general accounting experience maintaining databases and balancing a variety of financial records, along with experience with integrated financial systems in a mid to large sized organization. Previous municipal experience in tax and utility billing would be preferred.

**Knowledge and Skills:** Considerable knowledge of bookkeeping, accounting and record keeping methods and procedures. Excellent organizational and time management skills. The ability to handle multiple tasks and projects, and effectively meet deadlines. Demonstrated initiative and the ability to function in a proactive, independent manner. Sound problem-solving and decision-making abilities. Strong customer service orientation. The ability to function within, and contribute to, a collaborative team environment. The ability to keep abreast of a changing work environment, and remain current on legislated changes. The ability to openly and respectfully communicate in a manner that promotes understanding in both verbal and written form. 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. Discretion in handling confidential matters. The ability to make repetitive numerical calculations with speed and accuracy, and to control and balance various records and summaries. Ability to maintain sustained attention to detail in preparing, recording and checking various transactions. Knowledge of and demonstrated skills of related computer applications pertaining to the work, with an intermediate level of skill with Microsoft Office. Knowledge of WorkSafe BC regulations, occupational hazards, and safe work procedures as it relates to the position, including, but not limited to: bullying & harassment, working alone, and other significant hazards.

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| 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:** Dalio / Dupreez / Bourret  
**Date prepared:** November 2016  
**Date revised:**  
**Revised by:**