

# **CORPORATION OF THE TOWNSHIP OF ALFRED AND PLANTAGENET**

## **JOB DESCRIPTION**

**TITLE:** Water and Sewer Clerk  
**SERVICE:** Finance Department  
**SUPERVISOR:** Treasurer

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### **SUMMARY OF FUNCTIONS**

Under the supervision of the Treasurer and the Deputy Treasurer, the Water and Sewer Clerk perform all operations required for the billing of water and sewer accounts in accordance with provincial and federal legislation, municipal policies and by-laws.

### **DUTIES AND RESPONSIBILITIES**

#### **1. PROGRAM/SERVICE**

- Verify water consumption records and final readings at property sales, prepare and transmit water and sewer billings to users in accordance with municipal policies and regulations;
- Enter payments into the system, pre-authorized payments, calculate interest on accounts, send reminder notices;
- Regularly verify accounts receivable, investigate any irregularities, report to the Deputy Treasurer and make any necessary adjustments;
- Answer telephone calls, provide information to the applicant, public and taxpayer-users, take messages or direct calls to designated individuals or voice mail;
- Maintain a water and sewer billing spreadsheet, check defective water meters and provide support;
- Notify the owner in respect of non-payment, proceed with the shut-off of the water supply for delinquent water accounts under the supervision of the Treasurer;
- Perform manual water meter reading for the village of Plantagenet;
- Demonstrate the ability to work under tight deadlines at times;

- Collects property tax and water/sewer tax payments and occasionally calculates applicable interest, prepares daily deposits, maintains petty cash;
- Perform general office work, photocopy and collate documents for distribution and mailing by mail, fax or email, receive and distribute mail, etc;
- Take over for phone calls and reception at the counter;
- May be called upon to assist in the implementation of emergency measures;
- Perform any other related duties as assigned by the Treasurer.

## **2. HUMAN RESOURCES**

None.

## **3. FINANCIAL RESOURCES**

None.

## **4. MATERIAL RESOURCES**

- The physical resources are: a computer, a printer, a telephone, a fax machine, a photocopier, a stamper and a folder/insertor;
- The employee is responsible for the materials and equipment assigned to him/her by the municipality;
- The incumbent shall maintain the confidentiality of all documents transmitted to it in accordance with applicable laws, regulations and policies.

## **SKILLS AND EFFORT**

### **5. KNOWLEDGE/EXPERIENCE**

- Post-secondary education plus training and experience in municipal finance, municipal administration or accounting or equivalent;
- Have a minimum of two (2) years experience in a similar position;
- Knowledge of the field of public administration;
- Knowledge and understanding of the *Municipalities Act*, other legislation, regulations and accounting principles applicable to the department and the municipality;
- Knowledge and use of software (Word, Excel, VADIM, etc.);
- Able to communicate in French and English (orally and in writing).

### **6. PHYSICAL AND MENTAL EFFORTS**

- Regular, short periods of mental concentration;
- Requires physical effort when reading water meters for the village of Plantagenet;

- Dexterity to check accounts, prepare invoices.

## **7. JUDGMENT**

Work is performed under the supervision of the Treasurer or Deputy Treasurer in accordance with established guidelines, procedures and policies.

Registrant exercises judgment:

- By respecting the priorities established to meet the work deadlines;
- Ensuring that accounts and reports are produced and submitted within the prescribed time frames specified by regulations, policies and legal requirements.

## **8. INTERPERSONAL SKILLS**

The incumbent will demonstrate interpersonal skills to interact with supervisor, co-workers, employees, departmental representatives, agencies, vendors and taxpayers.

Communicate with :

### **INTERNAL:**

- Regular contact with people throughout the organization.

### **EXTERNAL:**

- Regular contact with outsiders by mail, telephone or both, representatives, clients served and the general public.

## **WORKING CONDITIONS :**

## **9. ENVIRONMENT**

The work is done in an office.

## **10. CONTROL OF THE WORK SCHEDULE**

The incumbent may be required to work overtime in order to meet deadlines.

Note: The masculine gender has been used in the writing of this document solely for the sake of brevity. It is agreed that both genders, masculine and feminine, are integral to this document.