



Infrastructure Accounting Clerk – Engineering

We're recruiting energetic people who share our values of teamwork, respect, honesty and commitment. You'll be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile. Our mission is to lead and serve Fort Erie by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth. The bar is set high, but we will help you reach it!

Adept at planning and organizing multiple projects, you will assist the Director, Infrastructure Services and Manager, Engineering Division in developing, implementing, monitoring and reporting on capital and operating budgets and programs. Specifically, you will maintain the financial records and budgets for the annual capital construction program, track project progress, Letters of Credit and deposits and complete capital surplus/deficit reporting.

With a post-secondary degree or diploma in accounting, you have working knowledge of capital project scheduling and project accounting and demonstrated a concern for quality and customer service. The full job description is attached.

This union position offers a starting hourly rate of \$28.00, based on 37.5 hours weekly and a comprehensive health and benefit package.

If you are looking for an opportunity to learn and grow and promote positive change in a friendly, safe environment, we'd love to hear from you!

***Fort Erie...a welcoming, prosperous connected
community of choice***

The deadline for receiving application is 12:00 Noon on **Friday, August 12, 2022**. [Click here to apply](#)

We will contact candidates selected for an interview. The evaluation process may include a practical assessment, background, credit and criminal record check. Personal information is collected under the *Municipal Act, 2001* to determine employment suitability. The Town of Fort Erie is an equal opportunity employer. Accommodation is available to candidates upon request.

Infrastructure Accounting Clerk, Engineering

CUPE Local #714 - Band 4

Page 1 of 4

Department: Infrastructure Services
Division: Engineering Division
Reports to: Manager, Engineering Division

Position Objective

To assist the Director of Infrastructure Services and Manager, Engineering Division in developing, implementing, monitoring and reporting on capital and operating budgets and programs.

Duties & Responsibilities

1. Research, collect and analyse financial data to support the development of financial submissions, budgets and project plans, both current and long term.
2. Update and maintain the annual capital program financial records.
3. Assist with the implementation of the Town's Asset Management Plan as it relates to the capital program.
4. Compile and maintain financial records and input data to the financial management system; establish and/or maintain infrastructure databases. Support the initiation, tracking and completion of capital projects by; receiving/securing/tracking Letters of Credit/deposits and proactively monitoring correspondence and expenses; reviewing active capital projects and completing capital surplus/deficit reporting, in consultation with project managers and Manager, Procurement Risk Management.
5. Monitor/assist with monitoring capital budget account activities; receive and process capital project revenues and expenditures (including statutory hold-backs and local improvement charges) in compliance with legislation, policies and procedures.
6. Compose/assist with preparation of regularly and recurring administrative and financial reports, summaries, correspondence and other communications including quarterly variance reporting and analysis for Council.
7. Receive, evaluate and re-direct/respond to enquiries and concerns from the public, stakeholders, co-workers regarding capital programs or projects and monitor result.
8. Liaise with other levels of government, public utilities and contractors to coordinate services and/or funding associated with capital projects.
9. Communicate Infrastructure Services and Engineering Division policies and protocols to the public, stakeholders and co-workers.
10. Prepare/assist with preparation of tender documents, provide administrative support to the tender call process, tender evaluation and contract award.
11. Perform records management for capital program.
12. Schedule/coordinate/prepare for appointments, meetings information sessions.
13. Act for Office Supervisor and/or Secretary-Receptionist when required; provide general administrative and operational support as directed.

Infrastructure Accounting Clerk, Engineering

CUPE Local #714 - Band 4

Page 2 of 4

Education & Experience

- **Education (Knowledge)** – OSSD plus an additional program of over two (2) and up to three (3) years. College Diploma in Accounting (3-year).
- Supplemental training or equivalent experience in Construction Technology and Contract Administration
- **Experience & Training** - Over one (1) up to and including two (2) years' experience with construction contracts including; contract documents, contract types, project descriptions, contract pricing, procurement, payment basis, construction schedule, contract law and construction scope, conditions and responsibilities as well as with finance, accounting or bookkeeping to understand the information and instructions related to financial matters and recommendations.
- Valid Ontario driver's license with a driving record acceptable to the Corporation

Knowledge

- Applied, technical knowledge of computers, including office, budget, accounting and database applications; MS Office Suite (Word, Excel, Power Point), HCL Notes, CRM, internet
- Applied, technical knowledge of various office equipment, including fax, printer, photocopier, scanner, mailing machine
- Applied, technical knowledge of mathematical and statistical concepts/formulas
- Applied, technical knowledge of bookkeeping and accounting procedures, policies and practices.
- Technical knowledge of municipal operations, activities, budgets and procedures
- Working knowledge of construction contracts, construction technology, contract administration, procurement processes, contract financial management and legal agreements.
- Working knowledge of project scheduling and project accounting
- Understanding of various cost sharing programs to support financial accounting and reporting
- Working knowledge of Municipal Act, Drainage Act, Local Improvement Act, Occupational Health & Safety Act
- Working knowledge of public sector office procedures
- Working knowledge of health and safety rights/responsibilities

Skills & Ability

- Accurate keyboarding and data entry where speed is a consideration
- Speed writing/note-taking
- Prepare error-free internal and external correspondence
- Perform accurate mathematical and statistical calculations
- Solve problems related to complex financial issues
- Ability to gather information from multiple sources
- Prepare correct verbal or written financial reports
- Provide actionable financial guidance to various stakeholders on municipal projects
- Use best judgement to propose solutions or improvements where required

Infrastructure Accounting Clerk, Engineering

CUPE Local #714 - Band 4

Page 3 of 4

- Accept direction, prioritize tasks and complete assignments with limited re-work; well organized
- Communicate effectively with and work harmoniously with colleagues and the public
- Deliver quality customer service
- Adaptable to change; willingness to learn and practice new skills as required from time to time
- Demonstrated problem solving/analytical skills
- Ability to initiate research to answer inquiries or provide advice related to a project
- Use and maintain a financial data base
- Exercise discretion and respect confidentiality

Supervision of Others

Direction of others not normally part of the job requirement, but there may be a requirement to show others how to perform tasks or duties (Some coordination of activities among contractors, project supervisors, other staff)

Work Demands

- **Initiative & Judgement** – Assignments are covered by established methods and procedures, however some judgement is required in adapting these guidelines to get the desired result. The exercise of judgement is a normal requirement, most require self-direction Occasionally unusual problems are referred to the supervisor or project manager for guidance but not solutions
- **Mental Effort** – Regular effort (approximately 50% of the time). Concentration on precision work, complex financial matters, problem solving, report writing, data entry, multiple, competing demands. Visual and/or listening attention with some choice of action to seek relief (Visual attention to computer and data; listening to phones)
- **Physical Effort** - Frequent effort (approximately 75% of the time). Activities such as keyboarding, long periods of sitting, climbing stairs, stooping, crouching, kneeling, lifting
- **Dexterity** - Coordination of fine movements where speed is a moderate consideration
- **Accountability** – Incorrect or inappropriate decision or actions have obvious effects, financial implications, some embarrassment to the Municipality, adverse PR, reduced service to the public, and required intervention by senior staff to deal with the repercussions
- **Safety of Others** - Little degree of care required to prevent injury or harm to others
- **Interpersonal Skills** – Deal with or settle requests, complaints or clarification of information
- **Disagreeable Conditions** – Minor conditions of occasional exposure (Office environment; seldom exposed to disagreeable conditions)

Position History

Infrastructure Accounting Clerk, Engineering

CUPE Local #714 - Band 4

Page 4 of 4

In January 2005, the position of Accounting Clerk – Engineering Capital Projects was updated to reflect the department's name change resulting from restructuring in accordance with By-law No. 200-04. The job description was revised in May 2007 following a reevaluation of the position. It was updated following a corporate re-organization in March 2016.

This Job Description was reviewed in July 2017 for AODA compliance and organizational changes and reporting.

In July 2018 there was a reallocation of duties.

April 2020 - This Job Description was updated and revised following the Joint Job Evaluation Maintenance process.

September 2020 – Job Description was reviewed for content and revised by the Manager, Engineering

Chief Administrative Officer

Date