



FINANCE AND UTILITIES ASSISTANT

Cypress County is a rural municipality in the southeast corner of Alberta. The county's approximately 7,800 residents live on farms, acreage subdivisions and in 10 small urban communities. Cypress County promotes a relaxed rural lifestyle and a safe community for families. Along with the City of Medicine Hat, CFB Suffield and Cypress Hills Provincial Park, this area is a great place to live and work.

We have an exciting opportunity for a Finance and Utilities Assistant. Reporting to the Finance and Accounting Supervisor, this position is responsible for providing administrative support to the Utilities area as well as supporting accounting, payroll, and other functions of the Finance Department. Duties may include the following; responding to inquiries regarding utilities, complaints, billing and overdue accounts; preparing monthly water plant consumption comparison reports and graphs; reviewing, processing, entering and distributing departmental vendor invoices for review and approval; preparing accounts receivables invoices and sends out monthly statements; responding to questions/concerns regarding pay, benefits and accrual balances as required; performing other related duties as assigned. If you are looking for both a varied and challenging position, then this is the opportunity for you!

You have a minimum of three (3) years relevant utilities/finance/ administrative/accounting experience combined with a diploma in Business Administration, Accounting, or a related field. You are proficient with MS Office products, specifically spreadsheet applications and experience with financial systems software such as Microsoft Dynamics Great Plains software is essential. You have excellent organizational, communication and problem-solving skills. You are detail oriented and enjoy working collaboratively with a wide range of people.

Cypress County offers a highly attractive total compensation package, including competitive salary, excellent benefits, participation in the Local Authorities Pension Plan, in addition to supporting learning and development opportunities. This full-time, permanent position entails 37.50 hours week. To learn more about what Cypress County has to offer please visit our website, www.cypress.ab.ca

If this opportunity interests you, please forward your resume and cover letter no later than:
4:30 p.m. on Friday, March 22, 2024, to competitions@cypress.ab.ca

*Cypress County would like to thank all applicants for their interest and time
but only those under consideration will be contacted.*



POSITION TITLE: Finance and Utilities Assistant
REPORT TO: Finance & Accounting Supervisor

SUBORDINATE POSITIONS: None

Scope

Reporting to the Finance and Accounting Supervisor, this position is responsible for providing support to Utilities, specifically related to administration, account billing and collection, water and sewer utility services and providing support to Utility field staff. This position will also support accounting, payroll and other administrative duties relating to the Finance Department as directed or required.

Job Description

Utilities

- Creation, maintenance, notification, recording and billing of utility accounts.
 - Completes utility sign on/off and water meter sales as required.
 - Responds to a variety of inquiries regarding utilities, such as complaints, billing and overdue accounts.
 - Generates and processes bi-monthly utility invoices (E-billing & Mailing) and bi-monthly utility levies accurately.
 - Balances bi-monthly utility ledger and reconciles utility related general ledger accounts and balances.
 - Maintains and process online banking payments for electronic funds transfer (EFT) of utility accounts.
 - Generates monthly utility reminder notices and adds penalty fees for overdue accounts.
 - Downloads and uploads meter readings, reviews utility accounts, and responds to deficiencies and/or variances for any high or unusual reads and ensure accounts are accurate.
- Schedules and processes all work orders for meter reads, installs and/or servicing.
- Coordinates final inspections for utility water deposit refunds.
 - Prepares bi-monthly water plant consumption comparison reports and graphs.

Accounts Payable

- Reviews, processes, enters, and distributes departmental vendor invoices for review and approval.
- Reviews the cash requirements report prior to printing cheques to ensure sufficient funds
- Ensure invoices are paid in a timely manner to avoid late fees.
- Executes the bi-weekly cheque run ensuring a high degree of accuracy.
- Prepares Monthly Accounts Payable report for CAO, Directors, and Council.
- Files backup documentation for Accounts Payable cheques
- Responds to accounts payable inquiries.

Accounts Receivable

- Prepares accounts receivable invoices and sends out monthly statements.
- Preparation and entry of journal entries in general ledger.

Payroll

- Accurately prepares and performs complete payroll functions and benefits administration on a bi-weekly basis.
- Processes remittances for all payroll deductions such as income tax, CPP, EI, group benefit plan, pension plan, WCB, and garnishees.
- Verifies employee time sheets to ensure payroll accuracy and adherence to policies.
- Responsible for direct deposit administration and processing
- Tracks and audits employee vacation entitlement, banked time, sick time and hours worked



- Respond to questions/concerns from employees regarding pay, benefits and accrual balances as required.
- Prepares and posts journal entries for payroll and general ledger maintenance.
- Train and participates, as required, in the Municipal and Regional Emergency Response Plans.
- Performs other related duties as assigned or otherwise delegated and required.

Position Requirements

- Grade 12 or GED.
- Diploma in Business Administration, Accounting, or related field is preferred.
- Minimum of 3 (three) years of related utilities/administrative experience.
- Demonstrated proficiency in financial systems software such as Microsoft Dynamics Great Plains, and spreadsheet applications is essential.
- Knowledge of accounts payable, accounts receivable, taxation, payroll and general accounting processes.
- Demonstrated time management, problem solving, conflict resolutions skills combined with strong interpersonal and communication skills are essential.
- Ability to adapt to changing priorities and work within a deadline-orientated environment.
- Proven ability to work both independently and collaboratively.
- A management approved equivalent combination of education and experience may be considered.