

Accounts Payable/Tax Clerk

Municipality of Brockton

Task List



Summary: To support the Finance Department in the efficient and cost-effective processing of accounts payable in accordance with the corporate policies and procedures related to procurement, expense and approvals. In addition, performing a variety of administrative tasks, and support with the taxation.

Location: Brockton

Class: Full-Time, 35 hours per week

Department: Finance

Reports To: Chief Financial Officer

Remote Work: This position is not eligible

Last Update: 2026

Supervises: N/A

Tasks:

Accounts Payable

1. Receive and distribute paper/electronic invoices; match invoices to any packing slips, purchase orders, receipts; prepare invoices for data entry; check extensions, tax calculations and codes; assign vendor and account numbers; obtain departmental approval; ensure timely payment; resolve discrepancies with vendors.
2. Review accounts payable batches for accuracy in vendor assignments, tax handling, payable amounts and supporting documentation; guard against double payments; resolve discrepancies.
3. Process all approved invoices for payment on a weekly cheque run; enter data; resolve any system error reports; print and mail/distribute cheques; prepare summary and balance reports; post to accounts payable sub-ledger and General Ledger; prepare electronic funds transfers.
4. Review staff travel claims and purchasing/credit card reconciliations and supporting documentation; identify potentially fraudulent transactions; check accuracy in tax handling; prepare and post entry batches into accounting system; resolve discrepancies with department and/or employee.
5. Answers inquiries of suppliers/department staff regarding invoices and balances.
6. Reconciles all vendor statements as received.
7. Processes and tracks purchase orders for all departments. Follow-up with managers to verify information if required.
8. Responsible to follow-up with Department Heads for invoices that are approaching due dates.
9. Research and resolve returned and stale-dated cheques, initiate stop payments, perform cancellations and issue replacement cheques.
10. Reconcile and keep updated all Municipal leases.
11. Monitors procurement processes for consolidated purchasing across the organization.
12. Provide excellent customer service; explain accounts payable processes to other employees and Boards and Committees of council; maintain an instructions manual; compile data for reports; identify and recommend process improvements.
13. Acts as a customer service representative at the counter for payments and inquiries

Tax Collection

14. Assists residents with tax enquiries, preparing tax statements and 357/358 applications.
15. Respond to inquires from lawyers and mortgage companies.
16. Process any tax adjustments necessary, including:
 - a. NSF tax payments
 - b. Monthly Penalty/interest adjustments
 - c. Transfers from one account to another
 - d. Preparing refunds for Tax Collector approval
 - e. Other miscellaneous adjustments as required
17. Update and maintain accurate mortgage company lists for tax payment purposes.
18. Generates the Tax Arrears Notices and distributes on a monthly basis.
19. Maintain balances and processes pre-authorized tax payments.
20. Assist Tax Collector with the print, sorting and distribution of the interim, supplemental and final tax notices, to ratepayers and financial institutions.

Administration

21. Responds to public concerns, complaints, questions, suggestions and inquiries.
22. Responds to telephone and counter inquiries, gives out information and redirects calls.
23. Assists with municipal communications, including website maintenance, creation of news items and social media posts.
24. Assists with providing content creation and oversight of the municipal website.

Other

25. Prepares, processes, and reconciles monthly journal entries for long-term debt payments, including allocation of principal and interest, and ensures accuracy and alignment with debenture schedules and the general ledger.
26. Assists Chief Financial Officer, Tax Collector & Deputy Treasurer with the provision of information for the yearly audit.
27. Assists Chief Financial Officer in development of budgets and preparation of the annual budget packages.
28. Performs other related tasks assigned by Management.
29. Provides backup to Tax Collector and Clerical Assistant.
30. Provides backup for marriage licences, burial permits and cemetery administrative operations.
31. Complies with Municipality of Brockton policies and procedures.

Skills, Experience and Education

1. Post-Secondary Education degree or diploma in Accounting/Business
2. One to three years' experience working in Accounts Payable is an asset.
3. Municipal Accounting, Finance and Tax Administration experience is beneficial.
4. Ability to be flexible to changing demands while maintaining accuracy.

5. Strong interpersonal communication skills, both written and verbal.
6. Works cooperatively with team members and staff to ensure necessary workflow and coverage.
7. Demonstrated knowledge of and proficient skills in varying computer applications (Microsoft Office; Keystone Complete; Internet web browsers such as Google Chrome or Microsoft Edge).
8. Strong organizational and time management skills.
9. Ability to deal with internal and external stakeholders with tact and discretion.
10. Assertive, confident and thrive under pressure.
11. Demonstrated ability to work collaboratively.
12. Ability to meet deadlines and work outside normal business hours, as required.

Physical Effort and Working Conditions

1. Work is typically performed in a standard office environment.
2. Work may have periods of prolonging standing and/or sitting.
3. Work will involve lifting (paper bundles; ink cartridges; heavy file folders).
4. The mental effort requires concentration on a variety of activities and the processing and interpretation of information.
5. There are constant interruptions, deadlines and changes of priorities.
6. Certain problems to be addressed require the ability to research to solve.
7. Required to interact with professionalism and effectively with internal and external stakeholders.
8. Attendance at evening meetings or events may be required for this position.
9. Regularly required to prioritize variable workload.