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## **Township of South Frontenac Job Description**

**Title:** Data Entry Clerk

**Department:** Corporate Services

**Report to Title:** Deputy Treasurer

### **Summary:**

As a member of the Corporate Services Department, the Data Entry Clerk is responsible for entering data and basic management of electronic files. The Data Entry Clerk is expected to assist with transferring information from one source into another. This role may also carry out additional tasks such as filing, creating digital records, and providing other clerical and operational support within the department.

### **Duties & Responsibilities:**

- Provides regular support to members of the Treasury Department for data entry.
- Processes approved invoices for payment of funds; enters data and ensures accurate project costing.
- Enters timesheet hours for payroll processing and job/equipment costing including expense reimbursements for bi-weekly, monthly and quarterly pay schedules.
- Enters data information into the appropriate systems, databases, spreadsheets and other templates, while maintaining the integrity and accuracy of information in the financial systems according to established procedures.
- Ensures appropriate turnaround time on all data entries.
- Verifies accuracy and completeness of data through source documents.
- Creates digital records using a scanner.
- Provides basic management of electronic files.
- Files hard copy and electronic documentation on a day-to-day basis.
- Interacts with coworkers and supervisors on a day-to-day basis to receive and share information.
- Provides other clerical and operational support within the department as directed from time to time.

**Supervision:**

- Works under the general supervision of the Finance Supervisor and may receive guidance and direction from the Deputy Treasurer.

**Qualifications:**

- Minimum 1-2 years post-secondary education in a business-related field.
- 1-3 years' experience in clerical role.
- Some accounting knowledge is preferred.
- Strong knowledge of data management software programs (Excel, Microsoft Office, relational databases).
- Ability to work independently.
- Accurate keyboarding and data entry skills.
- Excellent attention to detail.
- Communication and organizational skills.
- Analytical thinking and problem-solving skills.
- Strong time management skills.

**Other:**

- This is either a full-time position, based on a 40-hour work week, or a part-time position based on up to a 40-hour work week in accordance with the Collective Agreement with CUPE 4336
- Compensation and benefits are in accordance with the Collective Agreement
- Probationary period - 6 months of active employment.

Approved:



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Arundhati Mohile  
Director of Corporate Services / Treasurer



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Stephanie Kuca  
Deputy Treasurer

Date Approved: April 11, 2024