



Accounts Clerk- General

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OVERVIEW

Under the supervision of the Manager of Budgets and Financial Analysis, the Accounts Clerk- General performs a variety of routine and non-routine accounting functions in support of the central accounting services of the District. Responsibilities include accounts payable, accounts receivable, banking administration, general ledger account reconciliations and financial administration support to schools for both public and non-public funds.

POSITION DESCRIPTION ACCOUNTS CLERK- GENERAL

AC - G -1

Reviews and verifies accounts payable, accounts receivable and journal entry information by:

- ensuring that expenditure transactions, including vendor invoices, travel expenses, and reimbursement requests are appropriate and properly coded to meet District and Ministry of Education accounting requirements; contacting schools/department staff to clarify or obtain missing information;
- reviewing, correcting and finalizing electronic vendor invoice files for payment, including, for example, Unisource, Riptide and Monk Office Supplies;
- downloading purchasing card information from the BMO website; creating a spreadsheet; correcting vendor and account code errors; uploading the data file into the district accounting system, and generating the payment;
- downloading the teachers-on-call payroll data into a spreadsheet file; entering the corresponding absence date and absent teacher's name, the school name and the third party to be invoiced, and then issuing the invoice to recover the teacher-on-call costs;
- ensuring that all district invoices are correctly coded and issued; following up to collect outstanding balances;
- reviewing school and department journal entries for account coding accuracy, completeness of information and appropriate approval; and
- ensuring accurate and complete supporting documentation for all transactions are received, posted into the district accounting system and filed to provide adequate audit trails

AC - G -2

Investigates inquiries from suppliers, provincial ministries, auditors and from District staff concerning accounts payable and accounts receivable issues and resolves problems

AC - G -3

Researches, resolves and reports accounting discrepancies concerning invoices, purchase

orders, debit notes and other related transaction documents; reconciles accounts receivable sub ledger accounts to general ledger accounts and prepares correcting journal entries; and exercises care and diligence regarding possible misrepresentations and frauds

AC - G -4

Ensures accounts payable cheques are produced by:

- reviewing the accounts payable register for accuracy and completeness in preparation for the preliminary and final cheque registers;
- ensuring security procedures are followed;
- configuring cheque signing machine;
- signing accounts payable checks with the cheque signing machine; and,
- distributing cheques to payees

AC - G -5

Functions as a part of the Department's operational team and assists the Manager by:

- investigating and responding to queries regarding payroll interface transactions, posted journal entries, deposit transactions and other expenditure/commitment transactions;
- ensuring assigned commitments for contracts, capital projects and purchasing activities are recorded, appropriately decommitted and verified on a regular basis;
- preparing schedules and reconciliations required for the District's month end, quarterly and year end activities; and,
- providing software support and training for the school-based CA\$cH accounting system

AC - G -6

Prepares PST and GST Claim forms

AC - G -7

Contributes to the efficient operation of the Accounting Section by providing suggestions for change and assisting with the formulation and implementation of accounting procedures to enhance planning and control within the Accounting Section and the District

AC - G -8

Enters cash receipts into the district accounting system and prepares and delivers bank deposits

AC - G -9

Ensures timed payments are processed and sent on time to meet scheduled obligations such as contracts, leases, garnishees and vendor discount options

AC - G -10

Prepares and maintains a variety of spreadsheets to support revenue and expenditure analyses required for monthly reports

AC - G -11

Communicates policies, procedures and guidelines to school and department staff and provides direction for both public and non-public funds as required

AC - G -12

Visits schools to review accounting procedures in place to ensure that the procedures

comply with district regulations, and provides recommendations for change as needed

AC - G -13

Performs other assigned comparable or transient duties which are within the area of knowledge and skills required by this job description

**QUALIFICATIONS FORM
ACCOUNTS CLERK- GENERAL**

EDUCATION	TECHNICAL REQUIREMENTS Grade 12 or equivalent and completion of Financial Accounting 1 and Financial Accounting 2 or equivalent (Must demonstrate bookkeeping competency by passing a related district test) OTHER RELATED COURSES Business Math, Business Writing
EXPERIENCE	TECHNICAL REQUIREMENTS Two (2) years specific financial accounting experience in a large automated financial department JOB SPECIFIC REQUIREMENTS Proficient with Excel spreadsheets, database management systems and word processing applications
KNOWLEDGE	TECHNICAL REQUIREMENTS Broad knowledge of Generally Accepted Accounting Principles (GAAP) Broad knowledge of office procedures, business and communication skills Working knowledge of the District's automated accounting and payroll systems Broad knowledge of District policies and regulations and legislative requirements that impact area of responsibility
SKILLS AND ABILITIES	TECHNICAL REQUIREMENTS Keyboarding at 50 W.P.M. or data entry equivalency Mathematical ability to perform job related calculations INTERPERSONAL REQUIREMENTS Ability to build and develop team approaches to problem solving where

	<p>individual skills and abilities are pooled to address and resolve issues that individuals could not solve on their own</p> <p>Ability to construct thoughts in a logical and convincing fashion and express them in discussion and in writing</p> <p>Effective written and oral communication skills and the ability to request and convey information in a diplomatic manner</p> <p>Ability to maintain confidentiality of sensitive information seen or heard</p> <p>Ability to work independently with minimal supervision</p> <p>PROBLEM SOLVING REQUIREMENTS</p> <p>Demonstrate patience, motivation and determination in understanding the needs of others while ensuring that legislative and financial control requirements are also addressed</p> <p>Ability to organize and prioritize high volumes of work, often under the pressure of multiple demands, deadlines and interruptions while maintaining close attention to detail and accuracy</p> <p>Ability to think analytically to interpret and resolve accounting discrepancies</p> <p>Ability to interpret and apply appropriate financial and administrative methods, procedures and policies</p> <p>Ability to document, summarize and interpret information</p>
<p>WORKING CONDITIONS</p>	<p>OCCUPATIONAL REQUIREMENTS</p> <p>Sufficient vision and hearing to perform related job duties</p> <p>Able to lift up to 18 kg (40 lbs) and operate related equipment</p>

Reviewed and Updated May 2011