



Accounts Clerk - Facilities

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OVERVIEW

Under the supervision of the Manager of Operations and Maintenance, the Accounts Clerk- Facilities is responsible for providing accounting and payroll support to the Operations, Maintenance and Capital divisions.

POSITION DESCRIPTION ACCOUNTS CLERK - FACILITIES

AC-F - 1

Reviews and analyses expenditures to ensure that they are charged to the appropriate budget; prepares correcting journal entries and/or budget transfers as required

AC-F - 2

Reviews staffing related to the annual Operations and Maintenance budget and provides updated information to Financial Services

AC-F - 3

Compiles information and prepares financial reports as requested by supervisors

AC-F - 4

Receives purchase requests from staff and reviews for budget availability; selects vendor or accesses established District contracts on goods, as appropriate, and initiates and authorizes on-line purchase requisitions as delegated by the Manager using appropriate payment methods as outlined in established policies regulations and procedures

AC-F - 5

Verifies, corrects and inputs payroll data for maintenance and capital employees in accordance with appropriate payroll schedules

AC-F - 6

Costs, inputs and updates material used by Capital and Maintenance programs

AC-F - 7

Applies account numbers to requisitions, payment vouchers and progress draws

AC-F - 8

Coordinates VISA purchasing cards for the Department; creates and maintains a filing system for the record keeping for all department cardholders; allocates the appropriate General Ledger account to card transactions by the appointed cut off date; ensures that all purchases are within district guidelines; reconciles monthly statements for card holders and forwards to Financial Services

AC-F - 9

Prepares, processes, files and maintains a variety of records, lists and reports such as payroll documentation, expenditure reports, leaves of absences, WorkSafe BC reports, petty cash and mileage reports

AC-F - 10

Composes and types routine correspondence and memoranda

AC-F - 11 Provides information to District staff by telephone, in person or in writing for such things as budgets, invoices, work orders and account numbers

AC-F - 12

Operates such equipment as a computer, calculator, typewriter, photocopier, fax, dispatch radio and paper cutter

AC-F - 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 - FACILITIES**

EDUCATION***TECHNICAL REQUIREMENTS***

Grade 12 or equivalent and the completion of Financial Accounting 1, Business Math and Business Writing at the post-secondary level

EXPERIENCE	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Two (2) years specific financial accounting experience</p> <p><i>JOB SPECIFIC REQUIREMENTS</i></p> <p>Proficient with Excel spreadsheets, database management systems and word processing applications</p>
KNOWLEDGE	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Broad knowledge of Generally Accepted Accounting Principles (GAAP)</p> <p>Broad knowledge of office procedures, business and communication skills</p> <p>Working knowledge of the District's automated accounting and payroll systems</p> <p>Broad knowledge of District policies and regulations and legislative requirements that impact area of responsibility</p> <p><i>JOB SPECIFIC REQUIREMENTS (when required)</i></p> <p>Broad knowledge of Facilities' processes and systems</p>
SKILLS AND ABILITIES	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Keyboarding at 50 W.P.M or data entry equivalency</p> <p>Mathematical ability to perform job related calculations</p> <p><i>INTERPERSONAL REQUIREMENTS</i></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 handle high volumes of work with constantly changing priorities</p> <p>Ability to maintain confidentiality of sensitive information seen or heard</p> <p>Ability to work independently with minimal supervision</p>

	<p><i>PROBLEM SOLVING REQUIREMENTS</i></p> <p>Ability to organize and prioritize high volume 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><i>OCCUPATIONAL REQUIREMENTS</i></p> <p>Sufficient vision and hearing to perform related job duties</p> <p>Able to perform related physical and mental activities</p> <p>Able to lift up to 18 kg (40 lbs) and operate related equipment</p>

Reviewed and Updated May 2011