



Accounts Clerk-International Student Program

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OVERVIEW

Under the direction of the Director of International Student Programs, the Accounts Clerk-International Student Program is responsible for providing accounting support to the International Student Program (ISP).

POSITION DESCRIPTION

ACCOUNTS CLERK- International Student Program

AC - I -1

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

- ensuring that expenditure transactions are appropriate and properly coded to meet applicable accounting requirements and contacting ISP staff to clarify or obtain missing information;
- ensuring that all Homestay payments are correctly coded and issued;
- assisting in preparing routine department journal entries for account coding accuracy, completeness of information and appropriate approval; and
- ensuring transactions have accurate and complete supporting documentation, have been posted into the district accounting system and filed to provide adequate audit trails

AC - I -2

Researches, resolves and reports accounting discrepancies concerning invoices, purchase orders, petty cash and other related transaction documents, assists with preparing correcting journal entries and exercises care and diligence regarding possible misrepresentations and fraud.

AC - I -3

Ensures Homestay Payments are produced by:

- reviewing the accounts payable register for accuracy and completeness in preparation for the electronic fund transfer (EFT) files;
- ensuring Homestay payments are processed and sent on time to meet scheduled obligations per the Homestay Agreement;
- ensuring security procedures are followed;
- preparing accounts payable cheques and ensuring cheques are signed by those with cheque signing authority;
- distributing cheques to payees;
- liaising with homestay department and managers to ensure information is up to date and information system is accurate; and,
- entering homestay family banking information for EFT and ensuring appropriate security measures are met

AC - I -4

Functions as a part of the Department's operational team and assists the Assistant Accountant – ISP by:

- investigating and responding to queries regarding posted journal entries, deposit transactions and other expenditure/commitment transactions;
- preparing account reconciliations for multiple tuition fees accounts, identifying problems through the reconciliation process, initiating and preparing correcting entries with guidance from the Assistant Accountant – ISP;
- preparing cheque requisitions;
- preparing large, detailed travel expense spreadsheets/travel expense claims with multiple foreign currency conversions;
- collecting cash, bank drafts, cheques, point of sale and Visa/Master Card payments, oversees payment from Homestay families and miscellaneous payments; and,
- preparing Year End Activity Fee invoices for distribution by Assistant Accountant - ISP

AC - I -5

Follows up on outstanding fees with ISP partners, including but not limited to, parents, students and agents. Receipts payment and updates invoice information into the ISP information system.

AC - I -6

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

QUALIFICATIONS
ACCOUNTS CLERK- INTERNATIONAL STUDENT PROGRAM

<p>EDUCATION</p>	<p>TECHNICAL REQUIREMENTS</p> <p>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)</p> <p>OTHER RELATED COURSES</p> <p>Business Math, Business Writing</p>
<p>EXPERIENCE</p>	<p>TECHNICAL REQUIREMENTS</p> <p>Two (2) years specific financial accounting experience in a large automated financial department</p> <p>JOB SPECIFIC REQUIREMENTS</p> <p>Proficient with Excel spreadsheets, database management systems and word processing applications</p>
<p>KNOWLEDGE</p>	<p>TECHNICAL REQUIREMENTS</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 system</p> <p>Broad knowledge of District policies and regulations and legislative requirements that impact area of responsibility</p>
<p>SKILLS AND ABILITIES</p>	<p>TECHNICAL REQUIREMENTS</p> <p>Keyboarding at 50 W.P.M. or data entry equivalency</p> <p>Mathematical ability to perform job related calculations</p>

	<p>INTERPERSONAL REQUIREMENTS</p> <p>Ability to build and develop team approaches to problem solving where 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>

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