

NORTH EAST SCHOOL DIVISION # 200



JOB DESCRIPTION

POSITION TITLE: Accounting Clerk

REPORTS TO: **Directly: Supervisor of Financial Services**
Indirectly: Superintendent of Business Administration

Purpose:

Under the supervision of the Supervisor of Financial Services, the Accounting Clerk as part of the accounting team is responsible for data entry, calculating and processing of accounts payable and accounts receivable.

Required Education, Knowledge, Qualifications and Experience:

- Minimum Grade 12 diploma from a recognized educational institution or General Educational Development (GED) is required.
- A certificate or diploma in accounting or business administration.
- Strong knowledge of MS Office coupled with proficiency in the operation of computers, and additional software comparable to those currently used in the school division.
- Knowledge of accounts payable, accounts receivable and maintaining general ledgers
- Possess knowledge of accounting principles and practices
- Minimum keyboarding speed of 50 wpm.

Required Skills and Abilities:

- Strong interpersonal and communication skills, both verbal and written to write and format correspondence, including memos, letters, etc.
- Problem solving, mathematical and analytical skills are required to calculate adjustments.
- Must be self-directed, task and goal oriented.
- Demonstrated ability to prioritize multiple demands and effectively manage time to meet rigid deadlines.
- Demonstrated ability to perform meticulous and accurate data entry and calculation tasks.
- Demonstrated ability to be flexible and adaptable

Supervision of Staff:

This position does not involve the supervision of staff.

Duties and Responsibilities:

Without restricting the generality of the general description above, the Accounting Clerk shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Prepares manual/EFT payments, weekly cheque runs and month end summaries
- Process invoices for payment ensuring proper coding and authorization (in the currency as required)
- Follow-up on invoices that do not meet the requirements of the accounting guidelines
- Answer inquiries and monitor the status of invoices and outstanding purchase orders for stakeholders
- Correspond with stakeholders where a problem may exist regarding an invoice or purchase order

- Complete monthly reconciliation of vendor statements of account and follow up when required.
- Verify staff expense claims prior to payment, ensuring proper authorization and accounting allocations
- Assist principals and school secretaries and office staff with budget inquiries
- Prepare PST self assessments for remittance to the Minister of Finance when required.
- Assist in preparation of reports on an annual basis (i.e. expenditures over \$10,000.00 vendors)
- Prepare accounts payable listing (outstanding invoice account) at year-end, including necessary journal entries.
- Process account reconciliations, assist in year-end account reconciliation and preparation of working papers for audit.
- Balance office petty cash with a witness, and prepare petty cash reconciliation for reimbursement.
- Prepare and post approved adjusting journal entries.
- Participate in the accounts receivable processes as outlined in Division receipting guidelines
- Reconcile deposit activity for school based funds monthly and perform a SWEEP from the schools' 'Deposit Only' account into the Division operating account.
- Prepare incoming monies for deposit according to the accounting guidelines, post and reconcile monthly deposits to bank statement to facilitate bank reconciliation.
- Verify and reconcile 'bus chargeback' reports provided by the schools. Prepare journal entry to record in accordance with guidelines provided in the Principal's Handbook.
- Prepare outgoing mail, opening and sorting incoming mail, and filing accounts payable as required
- Ensure familiarity with the Financial Management functions of the Navision software.
- Conduct oneself in a manner appropriate to an educational institution that provides services to children.
- Be willing to engage in lifelong learning with respect to training, in-services and courses of study.
- Perform other duties as may be required or assigned by the Supervisor of Financial Services.

Judgment, Independence and Client Contact:

Confidentiality:

At no time should the Accounting Clerk discuss in public information pertaining to anyone in the school division. The Accounting Clerk is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct.

Independence:

The Accounting Clerk is expected to work independently and as a team member of the assigned Department, the schools and the division office as required.

Judgment, Independence and Client Contact (con't):

Client/Peer Contact

This employee works collegially with school staff, school-based administration and other division based staff. Contact with other employees and outside agencies is regular and frequent.

Responsibility for Quality of Assigned Work:

The employee is under supervision and is responsible for the quality of the work and is expected to seek clarification and direction on any matters of concern.

Salary Grid:

The salary grid for the Accounting Clerk is tied to the following grid(s):

Accounting Clerk & Payroll Technician Salary Grid 1

Accounting Clerk & Payroll Technician Salary Grid 2

Approved By:	Dean Biesenthal, Supt of Human Resources
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Reviewed:	