



JOB DESCRIPTION

Salary Grade: 3 CUPE 1328

Job Title:
Accounts Clerk

PRIMARY FUNCTION

The primary purpose of this job is to provide the actual expenditures in designated areas and as directed; to receive, sort and distribute the incoming mail to Accounting Department; and to act as back up and assistance to the other accounting staff as required.

MAIN RESPONSIBILITIES

1. Processes actual expenditures (such as trustee transportation allowances, legal fees, telephone, electricity, water and other areas upon special requests) by performing duties such as:
 - receiving various invoices, charging to correct accounts, totalling amounts
 - batching (bundles of 25) for computer input, comparing bundle total and forwarding to appropriate accounting clerk for processing of payment
 - utilizing microcomputer to prepare a monthly listing (such as for trustee transportation allowance and paid legal bills).
2. Balances expense accounts (such as insurance cost claims) by:
 - totalling accounts to agree with budget expenditure report and verifying total of invoices
 - comparing invoices with vouchers located in vault
 - maintaining records of information from vouchers and forwarding year-end total to senior department staff
3. Receiving utility invoices, posting pertinent information onto record cards, and ensuring duplicate payments are avoided.

4. Receives, sorts and distributes incoming mail to Accounting Department.
5. Assists other accounting clerks and/or acts as backup by performing duties such as:
 - assisting in the process of monthly bank reconciliation by totalling cancelled cheques, comparing bundle total, sorting cheques in numerical order and filing in vault
 - acting as backup by dispensing petty cash and answering telephone when other clerk is away from desk
 - preparing expenditure adjustment forms, ensuring correct account number is used, sorting in numerical order for computer input; and filing, on return, together with backup (invoices being corrected and copies of cheques)
 - utilizing an electronic typewriter ← to prepare rush manual cheques when required.
6. Performs other duties as assigned or required.

SKILL

- High School diploma or equivalent with some accounting course/s, Computer knowledge
- 6 – 12 months related experience

EFFORT

- The complexity of the job is in correctly following the outlined accounting procedures in the performance of duties, (e.g. recording data from invoices; charging correct code numbers; totalling invoice amounts as required).
- Visual concentration is required daily in reading handwritten records, (e.g. cards, ledgers). Physical effort is required in handling box files daily (5-10 lbs.) and ledgers (15-20 lbs.) monthly when comparing various invoice amounts. Manual dexterity is required in keyboarding (35% to 65%).

RESPONSIBILITY

- Independence of action in utilizing database software to format reports as directed.
- Posting errors would result in incorrect location being charged or payment made to wrong vendor.
- Contacts with section staff in performance of duties, other occasional contact with transportation clerk to correct calculation errors.

WORKING CONDITIONS

- Open office concept environment. Required to work in area with noise and food odours from the cafeteria.

- Pressure and stress from deadlines required for month end balancing.