



JOB DESCRIPTION

Salary Grade: 4 CUPE 1328

Job Title:
General Accounts Clerk

PRIMARY FUNCTION

The primary purpose of this job is to balance ledgers and examine major accounts within General, Capital and Construction Ledgers; and to reconcile bank accounts and warehouse inventories.

MAIN RESPONSIBILITIES

1. Reconciles cancelled cheques to monthly bank statements by:
 - receiving cancelled cheques and placing in numerical sequence
 - utilizing computer listing of outstanding cheques to verify outstanding debits and credits on bank statement
 - verifying totals, searching for errors, making corrections and noting any difference as required
 - preparing hand-written Bank Reconciliation report each month to reconcile Bank Statement to General Ledger Report.
2. Reconciles various inventories (such as school, office, T.T.C., and caretakers) to General Ledger from purchase orders each month by performing duties such as:
 - utilizing computer purchase report to verify purchase orders with invoices received
 - preparing hand-written discrepancy report monthly
 - listing variances between invoices paid and purchase orders
 - bringing large discrepancies (over \$100) to attention of purchasing department and preparing journal voucher forms for small differences

3. Prepares journal voucher forms, posts and balances (monthly) both the Capital Ledger (i.e. assets and liabilities such as buildings, land, portables, debentures) and the Construction Ledger (i.e. extensions to buildings, new buildings) by performing duties such as:
 - preparing a breakdown of each individual mortgage
 - processing for payment by pre-arranged schedule/routine
 - posting from Journals to Capital Ledger to balance assets and liabilities
 - receiving approved construction invoices, posting details (such as contractor, architect fees, sundries, amounts) to Construction Ledger and balancing with Budget Ledger
 - forwarding invoices to another accounting clerk to process for payment.
4. Maintains and records data on cash advances to employees (e.g. conferences, tuition, registration fees) by performing duties such as:
 - recording amount received and amount returned by the employee
 - posting information (such as name, location/position, conference attended, date of conference, amount to be charged) from General Ledger into Advances to Employees Ledger
 - balancing individual advances each month to total in General Ledger
 - sending standard letter bi-monthly to remind employees that all receipts are needed in order to complete the transaction and close the account
 - preparing a list of advances over three months in arrears
 - Mailing statements to employees indicating amount owing
5. Receives and examines invoices for payment relating to tender deposits, meetings, and conferences and processes by performing duties such as:
 - utilizing computer reports to post and balance expenses with monthly General Ledger
 - examining items to avoid duplication bringing questionable amounts to supervisor's attention
 - forwarding invoices to other accounting clerk to process for payment.
6. Performs duties in the processing of various accounts payable invoices (such as Bell Telephone and utilities bills for high schools, construction drawings (partial payments), catering invoices) by:
 - receiving invoices, verifying location and amount
 - pro-rating Board amount and school amount when required (e.g. telephone invoice)
 - sending invoices to Budget Control for correct coding when required
 - batching invoices for computer input each month and balancing amounts

- producing additional copies of invoice for Energy Department and other accounting clerk as required
7. Carries out other accounting functions by performing duties such as:
- preparing and filing federal sales tax claim form when required; including information such as location, contractor, date of payment, voucher number and amount paid
 - calculating (monthly) various interest entries owing for Capital Ledger
 - confirming that change orders on construction drawings (partial payments) have been approved by the Board
 - preparing several miscellaneous hand-written reports each month such as Cash Report, listing cash receipts (e.g. grants, tax levies, etc.); Insurance Report, listing insurance for capital construction during construction; Holdback Account Report, listing location, amount paid, amount held back, and balancing amount with General Ledger.
8. Performs other duties as assigned or required.

SKILL

- Secondary School Diploma or equivalent.
- 1-2 years related experience.

EFFORT

- Complexity of the job is in accurately completing the variety and volume of duties each month (e.g. reconciling monthly bank statement and warehouse inventories) and in resolving any questions regarding unauthorized amounts on bank statement. Planning daily workload is required to ensure timely completion of tasks.
- Visual concentration and fine handwork required when performing duties (65% - 90%)

RESPONSIBILITY

- Independence of action in the timely preparation of reports, and prompt processing of accounts payable invoices and other tasks. Accountable for ensuring schedule of priorities is sustained.
- Incorrectly posting an item could cause loss of time to correct and/or result in an irate employee (e.g. posting an advance to wrong employee). Allowing wrong debit bank, or overcharge on loan interest could result in loss of time to correct the error.

- Contacts are with department staff and data control clerk in performance of duties. Contacts with tax auditor (3 times per year) and bank accountant (4 times per year) to exchange information.

WORKING CONDITIONS

- Open office concept environment. Little privacy in work area.
- Noise and odor from cafeteria.
- Frustration in job when following up on correction of bank errors (about two per month), and in continual need to contact employees when receipts for cash advances are not submitted.