



JOB DESCRIPTION

Salary Grade: 4 CUPE 1328

Job Title:
Budget Accounts Clerk

PRIMARY FUNCTION

The primary function of this job is to deal with NSF (Not Sufficient Funds) purchase orders and accounts, and to perform a variety of Budget Control clerical duties.

MAIN RESPONSIBILITIES

1. Processes (Not Sufficient Funds) purchase orders by:
 - receiving NSF Purchase orders on a daily basis
 - sending message by terminal or phone to Superintendent/Principal/Department Head informing of situation and requesting direction
 - discussing NSF with Department Head, advising of all items on order and indicating the reduction needed to stay within budget
 - cancelling or reducing the number of items for purchase and reprocessing order by sending to Purchasing as directed
 - completing the purchase order cancellation form to cancel purchase orders, sending copy of form to department and filing the second copy
 - transferring monies to NSF account as directed by completing the Budget Transfer Request form, sending a confirmation letter to the department, and reprocessing purchase order by sending to Purchasing
 - receiving cheques from departments to cover NSF purchase orders keeping copy of cheque and mailing original to Accounting with school/department name, account number, etc.
2. Distributes the Budget listing and the Budget Control Analysis reports to Schools/Departments by:

- receiving Budget listing for all Board Schools and departments on a weekly basis
 - sorting Budget listing (i.e. breakdown of expenses and up to date department/school balance) by location number, if making photocopies as requested and mailing to authorized staff as per established procedure
 - mailing Budget listing summaries to Superintendents
 - receiving Budget Control Analysis report from Computer Services on a monthly basis
 - sorting and distributing the various numerical listings by Superintendency, and alphabetical listings to the Managers, and Principals and Superintendents
 - reducing in size the Budget Control analysis Account Summary Report and mailing to the Superintendents and Managers.
3. Identifies NSF accounts and incorrect account usage and rectifies by:
- making budget transfers on an ongoing basis, to cover NSF situations in certain accounts
 - reviewing the Budget listing on a monthly basis and the Daily Transaction Journal on a bi-weekly basis to spot NSF accounts and inform department heads of situation and request direction
 - identifying accounts incorrectly used for payment by checking Budget listing
 - completing the appropriate form (Journal voucher or Expenditure adjustments) to correct the improper use of account number, or location number, or sub-account number.
4. Provides assistance to Schools/Departments in budget matters by:
- responding to telephone calls on actual amount of budget, budget allotment per student etc.
 - receiving requests for an analysis (breakdown) of expenses in certain accounts
 - checking cash receipts, cheques, purchase orders and writing memo/telephoning to advise of specific expenses.
5. Processes Stores Orders and Library/Manual Purchase Orders by:
- receiving stores orders and the attached Budget Encumbrances Report
 - checking the listing of all NSF's in the Budget Encumbrances Report
 - referring to the Block Budget Report to see if the Block Budget Balance can cover the NSF account and releasing the orders which are covered
 - calling department in case of NSF accounts that are not covered by the Block Budget and requesting direction
 - taking the necessary action to cover NSF accounts i.e. cancel, transfer funds, use another account etc.
 - processing Library/Manual purchase orders, by matching data on purchase order to a corresponding purchase requisition, coding information and sending to Purchasing.

6. Performs a variety of Budget Control clerical duties by:
 - receiving Budget Transfer Request forms from the Principals totalling account numbers, sub-account numbers, and amounts and attaching the totals sheet
 - assisting in the processing of cheque and purchase requisitions
 - maintaining a record of expenditure in certain accounts (i.e. Facilities Maintenance and Facilities Design) by checking purchase requisition and direct payments, and providing a printout of the account, as requested
 - maintaining a manual budget record of expenditures balance of schools that are in receipt of government grants
 - preparing Transfer Reports (for budget transfers over \$1000. – listing of location accounts, sub-accounts and amounts and summary page) for Budget Officer.
7. Performs other duties as assigned or required (such as providing direction to high school co-op student).

SKILL

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

EFFORT

- Complexity of job is in the variety of duties performed and in ensuring that the correct procedures are followed when performing the duties. Complexity in spotting incorrect account usage in Budget Listing Report.
- Visual concentration when coding, checking NSF accounts etc., utilizing terminal, (up to 90%).
- Lifting of listings (up to 20 lbs.).

RESPONSIBILITY

- Accountable for detecting NSF accounts and providing budget information to schools/departments. Follows Budget Control procedure when performing duties.
- Errors when dealing with NSF accounts could lead to unnecessary cancellation or reduction of orders, unnecessary transfers of funds etc., causing disruption of service. Errors would be detected by Department or Budget Control Officer.
- Contacts with Board departments for exchange of information.

WORKING CONDITIONS

- Open concept office environment.
- Job has little control over volume of work. Stress from volume of work.