



JOB DESCRIPTION

Salary Grade: 3 CUPE 1328

Job Title:
Cheque Production Clerk

PRIMARY FUNCTION

The primary purpose of this job is to process cheque requisitions and direct payments; to act as control desk for manual cheques, all cancellations, stop payments and reissuing of cheques, expenditures, journal entries.

MAIN RESPONSIBILITIES

1. Receives cheque requisitions for invoices paid without purchase order numbers and invoices without purchase orders (e.g. courier services, conferences, interpreters, architects, employment agencies, etc.) and processes by:
 - sorting requisitions by specific categories (such as elementary school, secondary school, vendors, etc.)
 - forwarding to Budget Control for coding to correct account
 - checking each requisition for correct authorization and supporting receipts/documentation
 - entering data (such as vendor number, date, amount, invoice number) on requisition
 - completing Vendor File Update form to assign a temporary vendor number when no vendor number appears (e.g. payment to staff member) or for direct payments))
 - batching (bundles of 25) requisitions and direct payment invoices, attaching completed control sheet to each batch
 - balancing invoices and cheque requisitions
 - logging each batch in Log Control Book
 - forwarding twice daily for computer input
 - balancing all revenue (cash and cheques) to monthly general ledger.

2. Responds to telephone inquiries from vendors, principals, secretaries, field centres, regarding payment information by checking the daily cheque register to confirm a cheque was prepared or tracing a specific cheque requisition to determine when it will be completely processed
3. Prepares manual and/or rush cheques as directed by:
 - receiving cheque requisition or invoice from Payroll or Accounting supervisor
 - forwarding to Coordinator of Finance for authorization
 - utilizing electronic typewriter to prepare cheque←
 - maintaining accurate records of all manual cheques (e.g. date, cheque number, name and amount)
 - batching manual cheques for computer input
 - balancing totals with general ledger computer report.
4. Performs duties as required regarding the cancellation and reissuing of cheques by:
 - receiving cheque for cancellation together with original requisition
 - pulling back-up information for appropriate cheque
 - stamping “cancelled” in cheque register and on copy of cheque filed in department as required
 - making necessary corrections (such as amount change, company name change, address change, etc.) and entering reissue number on cancelled cheque
 - re-batching for computer input
 - contacting bank in cases of stop payment of a cheque (e.g. lost in mail)
 - issuing replacement cheque when confirmation of cancellation is received from the bank.
5. Performs other duties as assigned or required, such as:
 - listing all cancellations monthly on expenditure adjustments forms to reverse entry from bank to correct account
 - batching all expenditures adjustments from budget and payroll departments, log and reconcile with monthly report
 - batching and balancing amount for computer input
 - recording all cancellations on cheque cancellation forms and forwarding to another account clerk for processing
 - maintaining accurate records of payments for all clerks for cheque requisitions, direct payments, services payments, and manual purchase orders.

SKILL

- Secondary School Diploma with accounting courses, or equivalent.
- 1-2 years related experience.

EFFORT

- Complexity of the job is in maintaining accuracy in balancing amounts required. Scheduling workload to ensure computer deadlines are met and payments made promptly.
- Visual concentration required when preparing hand-written records. Manual dexterity when using calculator and checking files (35%-65%)

RESPONSIBILITY

- Independence of action in performing the variety of tasks on a timely basis. Accountable for changing addresses of vendors and cancellation and reissue of cheques.
- Errors in payments (e.g. wrong vendor, incorrect amount) would cause loss of time to make corrections and result in financial loss to the Board.
- Contacts with department staff in performance of duties. Contacts with vendors to exchange information.

WORKING CONDITIONS

- Open office concept environment. Noise and odor from cafeteria.
- Required to work in exposed area with little privacy,
- Daily maintenance of various hand-written records is an inherent frustration in the job.
- Overtime required Saturdays during peak periods (December, January and February) due to volume of workload.