



JOB DESCRIPTION

Salary Grade: 2 CUPE 1328

Job Title:
Junior Clerk, Accounting

PRIMARY FUNCTION

The primary function of this job is to match accounts payable cheques to requisitions and maintain a variety of records and the accounting file and storage rooms.

MAIN RESPONSIBILITIES

1. Receives accounts payable cheques from Accounts Payable Supervisor and matches them to cheque requisitions by:
 - verifying accuracy of cheque by matching requisition and cheque information (e.g. name of firm, amount etc.)
 - inquiries re status of cheques by all suppliers, employees etc.
 - advising Clerk 1 or Accounting Officer of all discrepancies, i.e. cheque print, supplier
 - delivering cheques to Finance Department for authorization
2. Handle debenture cheques and U.S. cheques, first of the month, which are run separately on a rush basis.
3. Mails and keeps records of the authorized accounts payable cheques by:
 - receiving authorized cheques from the Accounting Officer and inserting them in envelopes for mailing
 - filing one copy of cheque with requisition in cheque number order, inter-files cheques over \$10,000 in cheque number sequence
4. Maintains records of cancelled and manual cheques by:

- filing cancelled cheques separately by cheque number
 - filing two copies of manual cheques, one with requisition in alphabetical order and the other in numerical order
 - maintains records of voucher backup that has been retrieved for departments, i.e.: Trustee Services, Director's office.
5. Maintains the Accounting Department filing and storage rooms by:
- maintaining the B.C.A. Report monthly and an annual General Ledger
 - moving ledgers and other records to storage room when file room is full and assists department on an annual basis.
6. Performs other duties as assigned or required:
- places service call for Kodak photo-copier machine, based on monthly schedule
 - orders all stationery for Accounting Department
 - records department stationery requests on purchase order requisitions for Officer's approval.

SKILL

- High school diploma or equivalent
- 3 - 6 months related experience

EFFORT

- Complexity of the job is in maintaining the various records in their district manner, i.e. alphabetical, chronological, numerical etc.
- Physical effort required in the daily handling of boxes of accounts and binders (approximately 5 – 15 lbs.). Concentration required when matching requisitions to cheques and when filing.

RESPONSIBILITY

- Independence of action in setting up own schedule to ensure that daily work is completed.
- Filing errors would result in loss of time of other to trace records – delivery of cheques critical as the dollar value is so high that interest penalties may occur when we don't deliver cheques on time.
- Vendors and employees (salary cheques, retirement cheques) would question and be upset over not receiving cheques on time
- Contacts with section staff in the performance of duties.

WORKING CONDITIONS

- Required to work for approximately one hour a week in vault (Accounting department).
- Volume of work is high with job having little control of daily workload.

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