



JOB DESCRIPTION

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| Salary Grade: 5 |
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Job Title:
Budget Control Clerk

PRIMARY FUNCTION

The primary function of this job is to assist in the preparation of a variety of Budget Control reports. The job is also required to provide assistance with cost analysis, maintenance of the General Ledger and the annual Budget Preparation process.

MAIN RESPONSIBILITIES

1. Prepare a variety of Budget Control reports as directed, such as:
 - compiling the Budget and Expenditure (B & E) Report for each month
 - utilizing the Budget Control Analysis (BCA) account/sub-account summary that is produced by Systems and the Budget Preparation reports to assist with the B & E
 - accessing data through the Financial Management System (FMS) by focusing in on data in specific sub-accounts, parts of accounts and generating a report
 - subtracting sub-account totals (data from the FMS report) from appropriate account totals in the BCA summary, thereby arriving at new account totals for the B & E report
 - utilizing Symphony/Lotus spreadsheet to prepare the B & E report by function and subheadings
 - assisting in preparing a summary of variance calculations in the event of over expenditure in the B & E Report (utilizing acceptable projections and estimates)
 - providing a Payroll Control Analysis (PCA) on a bi-weekly basis by utilizing Systems generated reports and subtracting sub-account totals (data from FMS) and preparing details for Elementary, Secondary, French etc. staff on a spreadsheet
 - contacting department/school staff to clarify/obtain information, as directed

- preparing a covering memo for the Comptroller's signature and referring the PCA to appropriate staff
- preparing monthly and quarterly reports such as the statement of Reserves and the Statistics Canada Report respectively by utilizing data on the FMS and generating FMS reports and then preparing the reports on spreadsheets.

2. Assist in the maintenance of the General Ledger by:

- updating the chart of Accounts Master File by creating new accounts and deleting/changing accounts on the FMS system, as directed
- assisting in reviewing the monthly BCA fund, department and classification summary reports
- checking that funds have been placed in correct/active accounts, transferring funds to appropriate accounts by making journal entries, budget adjustments on the FMS and then running a report, as directed
- accessing FMS to generate a 'statements file' which identifies accounts numbers within a fund where encumbrance exists (BCA outliers funds with encumbrances)
- generating account histories for accounts in the 'statement file' that necessitate a review
- verifying encumbrances by ensuring that all payments to Vendor number (that relates to the Purchase Order in question) have been deducted from the encumbrances eg: checking vault and pulling out specific cheques that relate to the vendor number and thereby ensuring that expenditure was for encumbrance or a separate expense
- accessing FMS to correct the account encumbrance, as required.
- identifying and documenting system software errors on the FMS for corrective action

3. Assist with the annual Budget Preparation process by:

- assisting the Supervisor in the data entry of all annual department/school budget requests
- inputting the budget requests by location and account numbers, into the prescribed format
- correcting the errors of departments/schools by using the appropriate account numbers and established maxima allowed, as directed
- making cuts in the department/school budgets, as directed.

4. Conduct impact and cost analysis of various academic programs and services, as requested, by:

- discussing the approach to be taken for the analysis with the Supervisor and/or Sr. Manager
- gathering all pertinent information on the Program by utilizing sources such as BCA summary by location, FMS etc.

- preparing the appropriate spreadsheets eg: expenditures; budget; extraordinary items
 - providing data for each Program location according to: established expense classifications (accounts); budget allocations for each expense account; expenditures to date and projections for the rest of the year; and also considering Grants where applicable
 - conducting impact studies using the standard format eg: salaries, instructional supplies etc.
 - contacting department heads to obtain the necessary information eg: overtime costs, number of locations, estimates etc.
5. Perform other related duties as assigned or required, such as overseeing the training of Coop Education students.

SKILL

- Secondary School diploma or equivalent. Working towards an Accounting diploma or designation.
- 1 – 2 years related experience

EFFORT

- Complexity of the job is in utilizing Accounting, Symphony/Lotus, FMS, Windows knowledge, and TCDSB specific Budget Control procedures and practices to perform the duties of the job eg: preparation of reports, conduct analysis as directed, assist with Budget process, as directed. Problem solving required to design spreadsheets and conduct analysis.
- Visual concentration and manual dexterity when utilizing computer terminal (65 to 75%)

RESPONSIBILITY

- Independence of action when using Symphony software to do analysis and in determining 'how to do' analysis. Independence of action in scheduling own work to ensure reports are prepared on time.
- Errors in the preparation of reports; when conducting analysis; maintaining the General Ledger etc. would inconvenience staff and departments/schools and would require the incumbent to retrace work and correct the error.
- Contacts with section staff and other Board departments/schools for exchange of information.

WORKING CONDITIONS

- Open concept coffee environment
- Required to meet bi-weekly, monthly, quarterly etc. report deadlines