



Job Description

Position Title:	Accounting Clerk
Classification Level:	Level 4
Hours of Work:	As per employment contract
Immediate Supervisor:	Controller
Location:	As per employment contract

SCHEDULE DETAILS:

The position operates on Office Hours. Full time hours are typically 8.0 hours per day and part time hours are 7.2 hours per day.

POSITION SUMMARY:

This position is primarily responsible for performing standardized accounting support functions of the College. The majority of the work involves accurate and timely data entry and maintenance of accounting related information and files. This will involve the generation of cheques and purchase orders, bank deposits, preparing information for reports, and reconciling and maintaining accounting program files or databases. All work requires checking incoming documents for completeness, accuracy, and validity prior to entry into the accounting system.

JOB DUTIES AND RESPONSIBILITIES:

- Accurate and timely data entry and maintenance of accounting related information and files.
- Run regularly scheduled general ledger reports.
- Establish and maintain accounting files and databases.
- Prepare and post journal entries and accounts receivable invoices and payables to the General Ledger.
- Verifies that all accounts payable and accounts receivable payments are coded to the General Ledger or appropriate database.
- Process accounting transactions in accordance with Chart of Accounts.
- Prepare invoices to various funding agencies, government departments and individuals for proportionate share of administrative and program expenditures.
- Schedule and perform all Payable cheque runs and schedule signing authority.
- Regulate, administer and reconcile Petty Cash fund.
- Obtain and provide factual information to College employees, suppliers, and funding agencies, concerning revenue and expenditures, accounts payable, purchasing, and accounts receivable.
- Receive and process employee expenses.
- Ensures appropriate sales taxes are paid and all available taxes are recovered.
- Verify and post all daily activity to include deposits, receivables, voids, liability, receipts, etc. to General Ledger.
- Responsible for the preparation of the bank deposits and reconciliation.
- Administer college purchase orders including the preparation, distribution and the maintenance of manual and computerized purchase order filing systems.

- Prepares invoices to various funding agencies, government departments and individuals.
- Responsible for the computerized processing of all supplier invoices including verification to purchase orders, coding, and keying; the preparation and distribution of cheques; the maintenance of the accounts payable filing system; and the handling of queries regarding accounts payable.
- Enters and cross-references general journal entries into the computer system and maintains journal entry files.
- Photocopying, faxing and general correspondence.
- Supports Controller with month end, trimester and year end preparation and review.
- Provides back up support and cross trains in other areas of the accounting department.
- Other duties as assigned.

QUALIFICATIONS:**1. Education & Experience**

- The minimum educational qualification for this position is a one year post-secondary certificate or equivalent with emphasis in accounting.
- The minimum amount of experience required to perform the duties of this position is one year related accounting experience.

2. Knowledge, Skills & Abilities

- Ability to make decisions normally based on established procedures and methods.
- Accuracy and attention to detail.
- Time management skills.
- Demonstrate well-developed communication, interpersonal and organizational skills.
- Ability to organize work and ensure deadlines are met.
- Requires the knowledge of standardized accounting principles and procedures, payroll and administrative procedures relating to recording of revenue and expenditures, preparation of various accounting documents, schedules and files.
- Knowledge of computerized accounting systems is required.
- Demonstrated personal responsibility for the performance necessary to achieve individual and / or team goals and objectives.
- Ability to adapt to changing circumstances.
- Ability and willingness to perform position duties remotely. This includes having a dedicated workspace with reliable and sufficient internet connection along with the ability to self-motivate.
- Ability to access files remotely.
- Demonstrated familiarity with the tools and technologies that support working from home.

3. Other Requirements

- Satisfactory Criminal Record Check Required.

I hereby acknowledge that I have received, read and understand this document:

Incumbent Name

Signature

Date