

POSITION TITLE:

ACCOUNTING CLERK

Reports to:

Directly: Supervisor of Accounts
Indirectly: Finance Systems Manager

Function/Purpose:

To ensure, under the supervision of the Supervisor of Accounts, that all invoices received by the Division have proper approvals, are audited for accuracy, are entered into the computerized accounting system, are paid in a timely manner to avoid late or interest charges, and are filed as required.

Required Education, Knowledge, Qualifications and Experience:

- Possess a Grade 12 diploma.
- Completion of post-secondary courses in accounting or financial management from a recognized educational institution.
- A minimum of two years accounts payable experience.
- Current experience in the operation of an integrated computerized accounting system.
- Demonstrated knowledge of computer systems and the ability to work in a variety of software applications.
- Demonstrated knowledge of current accounting practices and policies.
- Demonstrated knowledge of Microsoft Word and Excel software.
- An understanding of manual and computerized accounting systems.
- Experience in the operation of a variety of office equipment including but not restricted to: copiers, calculators, fax machines, computers, typewriters, telephone, etc.
- Related accounting experience in an organization with an operating budget of at least three million dollars would be a definite asset.

Required Skills and Abilities:

- Able to perform calculations required to facilitate tax related calculations.
- Possess excellent written and verbal communication skills.
- Ability to work independently with minimal supervision.
- Ability to integrate policy into decision-making.
- Ability to prioritize multiple demands.
- Possess interpersonal and communication skills.
- Ability to work as a team player.

Duties and Responsibilities:

Without restricting the generality of the description above, the Accounting Clerk shall perform such duties and responsibilities as may be assigned including but not restricted to assisting with the following:

- Prepare and process all accounts payable in a timely fashion.
- Prepare and track all accounts receivable.
- Supervise the coding of all accounts.
- Prepare all monthly bank reconciliations.
- Prepare financial reports as requested.
- Assist in the preparation of the annual financial statement.
- Process purchase orders and monitor other purchasing procedures.

- Process workers compensation, charitable donations and other reports as required.
- Assist in budget preparation.
- Review the general ledger on a regular basis to ensure entries are made correctly.
- Prepare and process journal entries as required.
- Be willing to engage in lifelong learning with respect to training, inservice and courses of study.
- Conduct oneself in a manner appropriate for an individual employed by an educational system that provides services to children.
- Deal tactfully with staff and the public.
- Be knowledgeable and supportive of applicable Board policies.
- Other duties as assigned by the **assistant Secretary-Treasurer**.

Judgement, Independence and Client Contact:

- Confidentiality
 - An Accounting Clerk is expected to respect the confidential nature of the position by avoiding discussion of any topics that are not formally communicated to the public by the administration of the school or the Division. Information regarding a student, staff member or Board member must not be discussed in public or with any person not authorized to receive that information. Exchange of personal information within the system shall be on a “need to know” basis. Breaching confidentiality is a serious violation of acceptable conduct and is grounds for disciplinary action up to and including termination of employment with the Board.
- Independence
 - An Accounting Clerk is expected to work independently and take initiative.
- Working Jointly with Other Staff on Common Assignments or Tasks
 - The position of Accounting Clerk involves working with other accounts payable personnel on a daily basis.
 - The Accounting Clerk works very closely with Purchasing Staff to resolve issues surrounding payment of invoices.
 - The Accounting Clerk responds to inquiries from Principals, school secretaries and Education Centre personnel with respect to invoice payments.
- Responsibility for Quality of Assigned Work
 - The employee receives general supervision and is responsible for the quality of the assigned work. The efficient and timely payment of accounts is critical to the accuracy of financial information and the reputation of the Board.

New appointees will undergo a ten (10) month probationary period.

Mission: Laying the foundation for success.

Vision: One student at a time.

Director Approved: January 24, 2008.