

POSITION SUMMARY

Reporting to the Finance Manager, this position is responsible for the computerized processing of accounting functions which may include any of the following:

- Accounts payable
- Accounts receivable
- Banking functions
- Payroll functions for casual, in- and out-of-scope employees
- Administration of employee benefit and pension plans

LEVEL 4

LOCATION Weyburn

SCOPE OF WORK

1. Division: Corporate Services
2. Function: Office Staff
3. Supervisor: Finance Manager
4. Direct Reports: None
5. Budget Responsibility: None

RESPONSIBILITIES

Typical duties of the Accounting Clerk may include, but are not limited to:

- Process College payroll, including administering employee benefits and pension plans which includes the processing of deductions, preparation of forms, correspondence with benefit and pension agencies, and compliance to the requirements of the different plans
- Processes cash receipts and maintain the accounts receivable ledger
- Responsible for the preparation of monthly reports for the management staff and Board of Governors as well as the printing and distribution of computerized monthly financial reports for internal users
- Responsible for the preparation of the monthly bank reconciliation for various bank accounts of the College and initiates the transfer of funds between the accounts
- Maintain the petty cash fund
- Maintain manual and computerized course filing systems which includes the computerized entry of course budgets
- Maintain general correspondence and payroll filing systems
- Administer college purchase orders including the preparation, distribution, and the maintenance of manual and computerized purchase order filing systems
- Responsible for the computerized processing of all supplier invoices including verification to contracts, coding, and keying; the preparation and distribution of cheques and electronic funds transfers EFT files; the maintenance of the accounts payable filing system; and the handling of queries regarding accounts payable

- Responsible for the computerized processing of all college invoices including analysis of agreements, typing, coding, keying, and distribution; the maintenance of the accounts receivable filing system; and the handling of queries regarding accounts receivable
- Enters general journal entries into the computer system, cross-references journal entries, and maintains journal entry files
- Process and distribute financial statements to budget managers; assist in development of budgets and forecasts.
- Responsible for the preparation of T4A's pertaining to scholarships and the preparation of the T4A summary
- Other duties as assigned

QUALIFICATIONS

Knowledge and Skills

- General accounting knowledge
- Knowledge of computerized accounting systems
- Ability to accurately perform mathematical applications to calculate, balance and reconcile financial and/or statistical information (e.g. invoices, program statistical reports, budgets, petty cash, bank deposits)
- Ability to organize work and ensure deadlines are met
- Ability to initiate processes and changes to enhance job performance
- Knowledge of standard office procedures
- Have well-developed communication, interpersonal and organizational skills
- Ability to work in a cross-cultural environment; ability to promote and encourage diversity, individual dignity and mutual respect
- Maintains confidentiality at all times

Education and Experience

- One-year post-secondary education in business applications from a recognized institution with specific accounting courses
- One to two years' experience in an accounting environment

DATE ISSUED: 12/4/2009

DATE REVIEWED/AMENDED: 09/26/2022