

JOB DESCRIPTION FORM – GENERAL

POSITION NUMBER (S)	CURRENT CLASSIFICATION	DESCRIPTIVE WORK TITLE
		Accounting Clerk
SUPERVISOR'S DESCRIPTIVE WORK TITLE		
Finance Director		

Child Development Centre
1135 Nelson St.
Nanaimo, BC
V9S 2K4

Position Summary:

The Accounting Clerk is responsible for general duties related to one or more of the following areas: payroll, accounts receivable, billing, and/or accounts payable, such as entering and updating records, verifying information and matching documents. annual T4 slips.

Target Population:

N/A

Duties and Responsibilities:

1. Processes financial information such as payroll, accounts receivable, billing, and /or accounts payable, by performing duties such as entering and updating records using a computerized system, calculating client billing totals, matching documents such as invoices to purchase orders, preparing invoices and receipts, verifying information such as quantities and prices, and preparing payments.
2. Maintain records, gathers and compiles information and documents such as data required for budget preparation and lists of overdue accounts, and send out reminders as directed.
3. Answers general inquiries by telephone and in person. Refers complex problems to supervisor
4. Verifies information related to payroll, including checking employee timesheet calculations, and ensuring that timesheets have appropriate signatures as required. Identifies and resolves related discrepancies such as errors in timesheet calculations and identifying information, and refers complex problems to supervisor.
5. Performs routine cash management duties such as receiving, recording an issuing receipts for payments, balancing cash transactions, preparing and making bank deposits, reconciling bank statements, and maintaining and balancing petty cash accounts.
6. Performs administrative support duties such as filing, data entry, photocopying and answering the telephone.
7. Performs other related duties as assigned.

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Qualifications:

Typical Education, Training and Experience

- Grade 12
- Completion of an introductory accounting course
- Recent , related experience of one year
- Or an equivalent combination of education, training and experience
- Or other Qualifications determined to be reasonable and relevant to the level of work Qualifications determined to be reasonable and relevant to the level of work.

Typical Skills and Abilities

- Ability to communicate effectively, both verbally and in writing
- Physical ability to carry out the duties of the position
- Ability to work independently and in cooperation with others
- Ability to operate related equipment
- Ability to plan, organize, and prioritize
- Ability to in a computerized environment
- Knowledge of general office procedures
- Ability to analyze and resolve problems
- Ability to do mathematical and financial calculations
- Knowledge of principles and practices related to accounts receivable, accounts payable, and payroll.
- Criminal record check clearance.

Comments: This is a new position May 2008

Approved:

Executive Director

Date

Review Dates:

Dec 2009