

JOB DESCRIPTION

Position	Accounting Clerk	Hours	32.5 per week
Classification	Band 5	Date	October 2016
Dept	Finance	Job Category	Finance
Reporting To	Manager of Finance	Group	CUPE

PURPOSE:

The Accounting Clerk is responsible for: the accurate and timely entry of General Ledger and Accounts Payable (AP) data; responding to a variety of requests for information; ensuring proper authorization of accounts payables; production of weekly AP cheques; receiving, counting, and depositing the coin from University parking meters; and providing back up for the Accounts Payable Clerk. The Accounting Clerk is also responsible for verifying and posting on a wide range of university income as well as preparing daily bank deposits.

SPECIFIC RESPONSIBILITIES:

Utilizing NAVISION, RADAR (*theSIS*), Access Online banking, MS Office and Finance databases, the Accounting Clerk will enter a variety of invoices, journal entries, cash receipts, and related items ensuring that all transactions are properly authorized according to financial policies and procedures.

Accounts Payable

- Verify and enter authorized invoices for payment and weekly production of AP cheques (for students, employees and trade vendors).
- Ensure correct calculation of HST/GST calculations when posting vendor invoices.
- Correct entries (void incorrect cheques and re-issue correction) as required.
- Resolve data entry problems utilizing NAVISION manual.
- Enter G/L journal entries into NAVISION.
- Count and deposit money from the parking meters. Involves some walking and heavy lifting.
- Maintain and distribute petty cash.

Process receipts for a wide range of University income (for example, government cheques, operating grant funds, NSERC/SSHRC grants, etc.). Specifically:

- Prepare receipts for all general ledger, non-student payments.
- Balance cash receipts and prepare daily cash deposits.
- Record all daily deposits including those not receipted by the Finance Office (for example, Boardmore Playhouse) and prepare daily bank deposits for pick up by Brinks.
- Prepare journal entries to correct general ledger (GL) accounts.

- Maintain filing system for G/L journal entries as well as cash receipts.
- Maintain supplies.

General

- Prioritize daily work to ensure deadlines are met.
- Prepare journal entries (AP and GL) as required.
- Provide back up for Accounts Payable Clerk.
- Maintain currency in Finance Office policies and procedures.
- Ensure cash is secured in safe each night.
- Other job related duties as required from time-to-time.

QUALIFICATIONS:

- Post-secondary business diploma (2 year) or minimum of two (2) years of university study in business.
- Introductory accounting course required, additional accounting courses an asset.
- One (1) year experience in a business environment working with accounting functions such as receivables, payables, invoicing, etc.
- Accurate keyboarding skills with proficiency in MS Office, web browser, database use and ability to learn updated and/or new software quickly, in particular, Navision.
- Excellent interpersonal and communication skills.
- Ability to work in a team environment and maintain good working relationships with other university employees.
- Good judgment skills and the ability to maintain confidentiality.
- Demonstrated ability to multi-task and work accurately and independently.