



JOB DESCRIPTION

Position	Accounting Clerk	Hours	Per collective agreement
Classification	Band 5 (Provisional)	Date	January 2020
Dept	Finance	Job Category	Finance
Reporting To	Manager, Financial Services	Group	CUPE

PURPOSE: The Accounting Clerk is responsible for providing accurate and timely accounting support for the Finance Department of the University. The incumbent processes all non-student university revenues (cash receipting), including the reconciliation and preparation of daily bank deposits; outgoing CBU wire transfers; and follow-up of non-student accounts receivable invoices. The incumbent will also provide back up for other areas (Accounts Payable, Purchasing, and Banking, etc.) within the Finance Office as required.

SPECIFIC RESPONSIBILITIES: Utilizing Colleague, BMO online banking, CIBC Payments, and MS Office, the Accounting Clerk will enter a variety of cash receipts, wire payments, and related items, ensuring that all transactions are properly authorized according to financial policies and procedures.

Cash Receipting for a wide range of University revenues (i.e. government cheques, EFT's, operating grant funds, funding agency 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 (example: the Boardmore Playhouse) and prepare daily bank deposits for pick up by Brinks;
- Count and deposit money from the parking meters. Involves some heavy lifting.
- Maintain and distribute petty cash.
- Maintain credit/debit machines for the University community.
- Maintain filing system for cash receipts.

CBU Wire Payments

- Process and create templates for all CBU wire payments through BMO online banking and/or the CIBC Payment Portal.
- Verify and track all student and non-student wire payments processed by CBU.
- Maintain a separate filing system for all wire payments processed through the CIBC Payment Portal.

Accounts Receivable Invoicing

- Provide follow-up for the collection of all non-student invoices.

General

- Prioritize daily work to ensure deadlines are met.
- Provide back up for other areas (Accounts Payable, Purchasing, & Banking, etc.) within the Finance Office as required.
- 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 computerized accounting functions such as cash receipting, receivables, and invoicing, etc.
- Accurate keyboarding skills with proficiency in MS Office, web browser, and database use.
- 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.

JJEC – Management Rep

Date

JJEC – CUPE Rep

Date

Manager of Finance

Date

Accounting Clerk

Date

Finalized:	January 2020
Evaluated:	