

SCHOOL DISTRICT NO. 62 (SOOKE)

TITLE: FINANCE DEPARTMENT CLERK

QUALIFICATIONS:

- Diploma in Accounting or 2nd/3rd level of CPA or similar level of education. Intermediate level courses in Excel and a basic course in Word.
- Three years of experience in accounting and payroll and computerized spreadsheets.
- Working knowledge of computers, Microsoft Office and finance office routines.
- Demonstrated ability to use knowledge and resources to resolve problems and issues as they arise within their areas of responsibility.
- Demonstrated ability in setting priorities and meeting deadlines.
- Ability to get along well with other staff and use courtesy, tact and diplomacy in exchanges with the public and other departments.
- Accountable for care, accuracy and attention to detail in all aspects of work.
- Ability to use a calculator, computer keyboard, and other general office equipment with speed and accuracy.
- Ability to accurately perform repetitive tasks under minimum supervision.
- Aptitude for and experience in computer operations and data input.
- Ability to follow direction.
- Ability to respect the confidential nature of financial transactions, correspondence and discussions.
- Demonstrated ability to work in a team environment, with a commitment towards excellence.

RESPONSIBLE TO: Payroll Manager/Director and/or Manager of Finance

SUPERVISES: N/A

JOB GOAL: To efficiently operate computer systems and process accounts payable and payroll documents accurately and on a timely basis.

PERFORMANCE RESPONSIBILITIES:

1. Accounts Payable

Duties to assist in the processing of accounts payable including:

- Verifying calculations on invoices.
- Audit of documentation to process payment and ensure compliance with policy, and CRA legislation, including coding and authorization review and troubleshooting.
- Updating of payment schedules and spreadsheets as required.
- Batch and data entry and verification.
- Removal of fund commitments as required.
- Payment of invoices on a timely basis.
- Homestay uploads.
- Audit and processing of the BMO purchasing card transactions.
- Verifying supplier statements and answering vendor queries.
- Other duties as required by supervisor.

2. Payroll

Duties to assist payroll clerks and manager of payroll in the processing and/or preparation of the district's payrolls including:

- Processing of teacher absences in order to maintain accurate records and assist in teachers payroll.
- Entering payroll timesheets and reconciling to the SDS program.
- Leave absence report tracking, coding and approvals including follow up.
- Filing and document management.
- Review of authorizations for audit purposes.
- Troubleshooting timesheets and leave absence reports.
- Other duties as agreed to and assigned by supervisor.

3. Accounts Receivable

Duties to assist the senior accounting technician with the processing of invoices and receipts, including:

- Invoicing, receipts, and bank deposits.
- Charitable donation, bussing and international program receipts.
- Updating POS spreadsheets as required.
- Filing of documents as require.
- Running aged A/R report, and identifying items requiring follow up.
- Other duties as assigned by supervisor.

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EVALUATION

DATE: February 18, 2016

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	Factor	Degree	Points	Substantiating Data
1.	Knowledge	5	75	High school Grade 12 graduation plus an additional program(s) of over one and up to two years or equivalent.
2.	Experience	6	90	Three years and over
3.	Judgement	4	40	Job requires that changes be recommended to established methods or procedures. Work involves a choice of methods or procedures or sequence of operation.
4.	Concentration	3	30	Almost continuous periods of short duration; OR Frequent periods of intermediate duration; OR Occasional periods of long duration.
5.	Physical Activity	2	12	Light activity of intermediate duration; OR Medium activity of short duration.
6.	Dexterity	4	24	Job requires tasks that demand coordination of coarse and fine movements, where speed is a major consideration; OR Coordination of fine movements, where speed is a moderate consideration.
7.	Accountability	4	40	Actions could result in serious loss of time or resources; OR cause significant embarrassment within the organization and have limited impact on its public image.
8.	Safety of Others	1	8	Little degree of care required to prevent injury or harm to others.

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| 9. | Interpersonal Skills | 4 | 40 | Tact and diplomacy are required when handling contacts of a difficult or specialized nature, for the discussion and resolution of problems by presenting or obtaining detailed information. |
| 10. | Disagreeable Conditions | 2 | 20 | Minor conditions with occasional exposure; OR Major conditions with little exposure. |

TOTAL POINTS 379

APPROVED

C.U.P.E., Local 459

School District No. 62 (Sooke)
