

TITLE: FINANCE ACCOUNTS CLERK

QUALIFICATIONS:

1. Secondary school graduation supplemented by courses in bookkeeping or related equivalent experience.
2. Over one year, up to and including two years office experience with bookkeeping/accounting, Microsoft word and excel.
3. Must be bondable.
4. Working knowledge of office routines.
5. Ability to get along well with other staff and use courtesy, tact and diplomacy in dealing with the public and other departments.
6. Accountable for care, accuracy and attention to detail in all aspects of work.
7. Ability to use a calculator with speed and accuracy.
8. Ability to prioritize, and perform diversified and/or repetitive tasks with minimum supervision.
9. Ability to work in a very busy work environment with speed and accuracy, while paying attention to detail in all aspects of work.
10. Aptitude for and experience in computer operations and data input.
11. Able to meet deadlines under tight time constraints while respecting confidentiality of all correspondence and discussions.
12. Assists payroll and finance clerks as required.
13. Perform other related duties as required.

RESPONSIBLE TO: Director of Finance and Senior Accounting Clerk

SUPERVISES: N/A

JOB GOAL: To assist in the business administration of the District by supporting an efficient finance department.

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PERFORMANCE RESPONSIBILITIES:

1. Process accounts payable:

- verify calculations on invoices, employee expenses, purchasing cards
- obtain documents to process payment and ensure payment policies have been met
- update payment schedules as required
- data entry in to the computer and balancing entries
- removal of fund commitments where required
- files correspondence and paid invoices, etc.

2. Purchasing:

- office supply orders for the school board office including business cards and letterhead.
- backup for creating purchase orders

3. Maintains Print Shop

- Inventories and orders office/paper supplies;
- Maintains photocopier & supplies and assists staff with print jobs and copier problems;
- Program copier with user names, account information and scanning capabilities for district staff;
- Produces monthly copier usage spreadsheets for Accounting & Purchasing.

4. Miscellaneous

- Acts as receptionist as required.
- Receives and distributes incoming courier and Canada post mail.
- Reconciles BMO purchasing cards for Information Technology and Curriculum
- Coordinates cell phone purchases and distribution of invoices
- operates computer – data entry, spreadsheets, word-processing

TERMS OF EMPLOYMENT: 10.5 Months per year.

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EVALUATION

DATE: September 15, 2017

JOB TITLE: FINANCE ACCOUNTS CLERK

	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	4	60	One year and over.
3.	Judgement	4	40	The 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 Effort	3	18	Light activity of long duration; OR Medium activity of intermediate duration; OR Heavy 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	3	30	Actions could result in significant loss of time, resources; OR cause some embarrassment within the department or organization.
8.	Safety of Others	2	16	Some degree of care required to prevent injury or harm to others.
10.	Interpersonal Skills	3	30	Tact and discretion required to deal with or settle requests, complaints or clarification of information.

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EVALUATION

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Factor	Degree	Points	Substantiating Data
11. Disagreeable Conditions	2	20	Minor conditions with occasional exposure; OR Major conditions with little exposure.
TOTAL POINTS		343	

APPROVED

On behalf of C.U.P.E., Local 459

On behalf of School District No. 62 (Sooke)

Date Signed:

Date Signed: