

ACCOUNTING CLERK

Division: 4 (Clerical)

Reports to: Accounting Supervisor

Job Summary

With minimal direction, the Accounting Clerk performs accounting and clerical duties. He/she works cooperatively with other employees, students and the public.

Duties and Responsibilities

- Inputs and retrieves data on the computer relating to invoice payment, general ledger, supplier master lists, materials tracking and student documentation.
- Processes invoices by checking calculations, coding, calculating batch totals, sorting invoices and matching invoices to packing slips, remittances and supplier statements.
- Initiates cheque run and processes cheques for distribution.
- Receives deposits and issues refunds as required.
- Answers inquiries and relays messages to and from staff and suppliers using telephone, computer, mail, facsimile, or in person.
- Performs various bookkeeping tasks including cash handling, bank deposits and cost estimating.
- Monitors budgets and outstanding purchase orders.
- In a school environment, may act as one of the signing officers.
- Processes petty cash, expense vouchers and in-service claims.
- Files and maintains a variety of materials such as invoices, supplier statements, student files, correspondence, newsletters and computer reports.
- Keyboards and composes a variety of material including correspondence and memoranda.
- Duplicates, sorts, collates and staples materials.
- Lifts and moves office and paper supplies not exceeding 5 kg.
- Weighs and meters mail.
- Performs other clerical or emergent duties.

Equipment Used

Computer, telephone, calculator, facsimile machine, photocopier, typewriter and other office related equipment.

Required Knowledge, Ability, Skills

- High school diploma plus additional office administration course work of up to and including 6 months.
- One year's experience in an office environment.

- Intermediate level bookkeeping skills.
- Keyboarding speed of 50 words per minute.
- Proficient in numeric keypad skills.
- Basic knowledge of database computer functions.
- Intermediate knowledge of spreadsheet computer functions.
- Knowledge of Business English, punctuation, spelling and Business Math.
- Ability to use courtesy and tact in settling complaints, requests, and clarification of information in contacts with public, parents, staff and students.
- Ability to perform individually and as part of a team.
- Ability to effectively communicate both verbally and in writing.
- Ability to plan and schedule work and organize the workload effectively.
- Ability to work with constant interruptions.
- Ability to maintain close attention to detail for periods of sustained duration and to meet deadlines.

Originated: July 1, 1994

Revised: May 9, 2014

Accounting Clerk

Replacing: Correspondence School Accounting Clerk, Receptionist/Accounts Clerk, Secondary School Accounting Clerk