

Job Description

Finance Administration Clerk

PURPOSE OF THE POSITION

(The main reason for the position, in what context and what is the overall end result)

The Finance Administration Clerk is responsible for providing financial, administrative and clerical services in order to ensure effective, efficient and accurate financial and administrative operations. The Finance and Administration Clerk must comply with the Financial Administration Act, Generally Accepted Accounting Principles and municipal financial by-laws, policies and procedures.

SCOPE

(The way that the position contributes to and impacts on the organization)

The Finance Administration Clerk reports to the Comptroller and is responsible for providing financial, administrative and clerical services. This includes processing and monitoring payments and expenditures and preparing and monitoring the payroll system. Providing these services in an effective and efficient manner will ensure that municipal finances are accurate and up to date, that staff are paid in a timely and appropriate manner and that vendors and suppliers are paid within established time limits.

RESPONSIBILITIES

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

1. Perform the day to day processing of financial transactions to ensure that municipal finances are maintained in an effective, up to date and accurate manner

Main Activities:

- Receive and verify invoices and requisitions for goods and services
- Verify that transactions comply with financial policies and procedures
- Prepare, verify, and process invoices and coding payment documents
- Prepare batches of invoices for data entry
- Data enter invoices for payment
- Process backup reports after data entry
- Manage the weekly cheque run
- Record all cheques
- Prepare vendor cheques for mailing
- List all vendor cheques in the log book
- Prepare manual cheques as and when required
- Maintain listing of accounts receivable and payable
- Maintain the general ledger
- Maintain updated vendor files and file numbers
- Maintain all accountable forms including Accommodation Warrant, Travel Warrant and LCA books
- Monitor the use of local contract authorities (LCAs)

- Ensure LCAs have the correct coding and approvals
- Print and distribute monthly financial reports

2. Complete casual payroll functions in order to ensure casual staff are paid in an accurate and timely manner

Main Activities:

- Establish and maintain confidential casual employee files
- Process TD1 forms
- Calculate salaries and benefits
- Verify pay amounts, hours of work, deductions, etc.
- Verify coding and obtain signatures
- Batch paysheets for data entry
- Data enter of payroll information
- Log in and distribute pay cheques
- Prepare and remit source deductions and payroll tax

3. Provide administrative support in order to ensure effective and efficient office operations

Main Activities:

- Maintain inventory files
- Monitor and order office supplies
- Prepare purchase orders
- Prepare travel and accommodation warrants and travel advances for staff
- Distribute accommodation warrants to appropriate agencies/businesses
- Pick up tickets or issue travel warrants to appropriate agencies/businesses
- Review and verify travel claims
- Maintain a filing system for all financial documents
- Ensure the confidentiality and security of all financial and employee files

4. Perform other related duties as required

KNOWLEDGE, SKILLS AND ABILITIES

(The knowledge, skills and attitudes required for satisfactory job performance)

Knowledge

The incumbent must have proficient knowledge in the following areas:

- ✓ knowledge of office administration and bookkeeping procedures
- ✓ knowledge of accounts payable, accounts receivable and maintaining general ledgers
- ✓ knowledge of payroll functions and procedures
- ✓ ability to maintain a high level of accuracy in preparing and entering financial and payroll information
- ✓ confidentiality concerning financial and employee files

Skills

The incumbent must demonstrate the following skills:

- ✓ excellent interpersonal skills
- ✓ team building skills
- ✓ bookkeeping skills
- ✓ analytical and problem solving skills
- ✓ decision making skills
- ✓ effective verbal and listening communications skills
- ✓ attention to detail and high level of accuracy
- ✓ very effective organizational skills
- ✓ effective written communications skills
- ✓ computer skills including the ability to operate computerized accounting, spreadsheet and wordprocessing programs, and e-mail at a highly proficient level
- ✓ stress management skills
- ✓ time management skills

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of the Finance and Administration Officer. The incumbent must also demonstrate the following personal attributes:

- ✓ be honest and trustworthy
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate sound work ethics

The incumbent would normally attain the required knowledge and skills through completion of bookkeeping and office procedures coursework combined with related financial and administrative experience. Equivalencies will be considered.

WORKING CONDITIONS

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

Physical Demands

(The nature of physical effort leading to physical fatigue)

The Finance Administration Clerk will spend long hours sitting and using office equipment and computers, which can cause muscle strain. The Finance and Administration Clerk will also have to do some lifting of supplies and materials from time to time.

Environmental Conditions

(The nature of adverse environmental conditions affecting the incumbent)

The incumbent is located in a busy, open area office. The incumbent is faced with constant interruptions and must meet with others on a regular basis.

Sensory Demands

(The nature of demands on the incumbent's senses)

The incumbent must spend long hours in intense concentration. The incumbent must also spend long hours on the computer entering financial information which requires attention to detail and high levels of accuracy.

Mental Demands

(Conditions that may lead to mental or emotional fatigue)

There are a number of deadlines associated with this position, which may cause significant stress. The incumbent must also deal with a wide variety of people on various issues.

CERTIFICATION

<hr/>	<hr/>
Employee Signature	Supervisor's Title
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Printed Name Date	Supervisor's Signature Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
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Superintendent, South Slave Divisional Education Council Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.