

**SUPPORT STAFF PERSONNEL QUALIFICATIONS AND DUTIES****ACCOUNTING CLERK — CLASS B****1. Position Summary**

Under the general supervision of the Accountant performs accounting functions such as purchasing, accounts payable and account reconciliations within the Secretary-Treasurer's Department.

**2. Duties****(a) Purchasing/Accounting**

- Receive, check account code, messages and fax flags and process purchase orders from all schools and departments. Send to suppliers and file copies as appropriate.
- Prepare requisitions for all departments at Board Office.
- Prepare tenders, place advertisements, receive and deal with supplier enquiries, collage bids received and assist in the analyzing, awarding and maintaining tender bids in the division's tender purchasing program.
- Assist schools by making requested changes to purchase orders, and monitoring the school's receiving procedures, taking any corrective measures necessary.
- Assign a priority to all invoices and distribute as necessary.
- Process school and department invoices by reconciling invoices with purchase order, making appropriate adjustments for unreconciled invoices, collecting and verifying information needed to enter invoices without purchase orders, entering all invoices into the computerized accounting system in batch order, and tracing the invoice posting to the general ledger.
- Enter and/or verify utility bills and maintain skeleton batches.
- Review school books and inventory at year end.

2. **Duties**

(a) Accounting/Purchasing

- Develop, maintain and present training manuals such as accounts payable and reconciliation procedures for school and department secretaries annually or as the need arises.
- Assist staff in dealing with in house computer applications.
- Follow up on stale dated cheques, issue Bonds of Indemnities and stop payments to banks.
- Prepare monthly bank reconciliation statements by reconciling the bank statement to the general ledger, for Canadian, U.S. and capital accounts.
- Verify batches for posting and post to General Ledger.
- Maintain divisional equipment inventory files.
- Monitor and replenish U.S. Funds when necessary.
- Perform bookkeeper duties for Automated Office Training Program and other special programs such as: purchase orders, Journal Entries and running reports.
- Maintain the vendor list on the in house Computer system.
- Compose routine correspondence to vendors regarding account payments.
- Maintain School Board Office Inventory for supplies and equipment.
- Prepare monthly GST Rebate Claim and Manitoba Provincial Sales Tax Submission.
- Assist the Purchasing Clerk and Accountant with their regular duties as required.

2. **Duties**

(a) **Accounting/Purchasing**

- Sign all cheques on the cheque signing machine, ensure all forms are accounted for and secure. Maintain log book.
- Receive requests for stamps, log in book, distribute and post location charge to general ledger.

(b) **General**

- Assist with the processing of all incoming and outgoing mail.
- Deal with the custom broker for purchases requiring customs clearance.
- Photocopy memos and reports as required.
- Liaise with school personnel, suppliers and the public.
- Provide switchboard relief.
- Assist in the purchase of copiers, fax machines and service agreements for the division.

3. **Education**

- Grade XII.
- Business Education or Computerized Business Accountancy course (1 year) at a Community College.
- Typing — 40 w.p.m.
- Use of office equipment such as, computer, calculator, photocopier and fax machine.

4. **Experience**

- 1 year computerized accounting experience plus 1 year on the job training which includes in house computer training.

5. **Physical Demands**

- Visual concentration; eye strain from computer, sitting for long periods of time and intense concentration.

6. **Working Conditions**

- Required to deal with constant deadlines.
- Frequent interruptions and conflicting demands.
- Occasional after hour attendance at educational seminars.

