

SUPPORT STAFF PERSONNEL QUALIFICATIONS AND DUTIES**ACCOUNTING CLERK****1. POSITION SUMMARY**

Under the general supervision of the Accounting Supervisor, performs accounts payable, accounts receivable, general accounting, purchasing functions and finance support to divisional secretaries.

2. DUTIES**Accounts Payable**

- Process school and department invoices including reconciling invoices with purchase orders, 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.
- Verify invoice batches, correct errors and post to general ledger.
- Verify, reconcile and post all utility account batches.
- Verify, reconcile and post all corporate visa statements.
- Responsible for the maintenance of the filing system for invoices and cheques.
- Maintain the vendor list on the in-house computer system.
- Verify and make required corrections to the pro forma cheque listings and run the cheque run.
- Maintain and ensure security of the cheque log book.
- Investigate vendor enquiries and ensure invoices are paid or invoice payment is held as appropriate. Change vendor priorities, as required.

- Correspond with the custom broker for purchases requiring customs clearance.
- Prepare cheque list report for Board approval.
- Process Manitoba Text Book Bureau invoices and monitor grant balance.

Accounts Receivable

- Generate invoices for schools, divisional departments and external organizations.
- Monitor and collection of outstanding invoices.
- Deposit funds and apply payment to outstanding invoices.
- Responsible for the maintenance of the filing system for customer invoices and payments.

Purchasing

- Prepare tenders, place advertisements, collate bids received and assist in the analysis of bids from vendors.
- Upload awarded bids into CIMS system and maintain integrity of the internal tender catalogues.
- Receive and review all purchase orders from the schools and departments.
- Send and monitor status of purchase orders to suppliers.
- Prepare requisitions for all departments at Board Office as required.

General Accounting

- Ensure security of monies received into the department.
- Reconcile Capital, Operating, US and other program bank accounts monthly. Charge for appropriate exchange rates.
- Monitor and replenish U.S. Funds when necessary.
- Prepares material for the annual audit.

- Process and file journal entries for all departments and schools.
- Prepare the monthly Manitoba Provincial Sales Tax return. Reconcile related accounts for assurance of correct remittance.
- Prepare the monthly GST rebate and payable claim. Reconcile related accounts for assurance of correct remittance.
- Prepare manual cheques.
- Follow up on stale dated cheques and stop payments to banks.
- Issue cash receipts and prepare the bank deposits.

Finance Support

- Monitor the processing of invoices and purchase orders on the computer system.
- Assist schools by making requested changes to purchase orders and monitoring the school's receiving procedures, taking any corrective measures necessary.
- Communicate with suppliers and division personnel regarding accounts payables, accounts receivable, purchasing and other general financial inquiries.
- Assist staff with in-house computer application problems and provide group or individual in-service training in the use of the in house computer application programs.
- Develop, maintain and present training manuals for accounts payable, accounts receivable, purchasing and general accounting procedures for schools and department secretaries annually or as the need arises.
- Assist the other Accounting Clerks and Accountants with their regular duties as required.
- Liaise with divisional personnel providing support on finance policy and procedures.

General

- Provide switchboard relief.
- Assist with the processing of all incoming and outgoing mail.
- Photocopy memos and reports as required.
- Compose routine correspondence.

3. EDUCATION

- Grade XII.
- Typing - 40 w.p.m.
- Business Education or Business Accountancy diploma at a Community College.
- Use of computers and other pieces of office equipment.
- Exceptional communication skills.

4. EXPERIENCE

- Over 1 year - up to 2 years related accounting experience.
- Two years experience with strong accounting skills and training in computer accounting systems.

5. WORKING CONDITIONS

- Required to manage regular deadlines and frequent interruptions.
- After hour attendance at educational seminars is required.