

JOB DESCRIPTION

Position	Accounting Clerk
Portfolio	Finance
Reports To	Manager of Accounting and Payroll
Location	Education Centre, RM of Sherwood
Salary Range	Accounting Clerk Grid, Conditions of Employment

JOB PURPOSE

The Accounting Clerk is responsible for processing expenses in an accurate and timely manner, working as part of the Finance team to set and meet high standards of financial accountability and client service delivery across the school division.

PRIMARY RESPONSIBILITIES

- Independently and accurately perform basic accounting functions:
 - Review and post invoices for payment in a timely manner, ensuring compliance with Administrative Procedures and Generally Accepted Accounting Principles
 - Reconcile monthly statements from vendors to ensure accounts are up to date, accurate and properly documented
 - Ensure compliance with GST and PST requirements
 - Compile monthly, quarterly, annual and ad hoc financial analysis and reports for management
- Provide advice, direction, training and assistance to school based administrative assistants in the financial aspects of their job by phone, email, in person and at professional development sessions.
- Follow up on and resolve inquiries from staff, vendors and external parties in a timely, effective and professional manner.
- Suggest process improvements to strengthen business practices and improve client service.
- Responsibilities may be reviewed and assigned from time to time by the direct supervisor.
- Other duties as assigned by the Manager of Accounting and Payroll and the Supervisor of Finance.

KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of Generally Accepted Accounting Principles and basic accounting functions
- High degree of proficiency in Microsoft Office, particularly Excel and Word, and with an automated financial system. Specific experience with the Navision suite is a definite asset.
- Excellent attention to detail, organizational and record-keeping skills
- Demonstrated analytical and communications skill


COMPETENCIES
<ul style="list-style-type: none"> • Quality Orientation – Completes tasks keeping in mind all aspects involved regardless of magnitude, checking tasks and processes while having attention to detail. • Time Management and Organization – Maximizes time in order to accomplish as many tasks as possible in a timely manner keeping in mind prioritizing tasks as needed. Setting out goals and objectives as well as the work plans required to complete them. • Teamwork – Shares knowledge and experience with team members and others and solicits input and feedback from others to help the team problem solve and solution build. Respects contributions from all team members, demonstrating cooperation, and supports team decisions. • Accountability – Takes personal ownership and responsibility for the quality and timeliness of work commitments. Follows organizational guidelines, professional standards, regulations and principles. Demonstrates reliability and integrity on a daily basis. • Communication – Clearly conveys information to a variety of audiences using the tools necessary, engaging the audience to ensure the message is delivered and understood, creating a positive first impression with confidence and respect. • Service Orientation – Gives superior service to both internal and external clients by displaying professional and respectful behaviours in all interactions. Demonstrates commitment to clients by providing timely and proactive service. • Personal Development and Continual Learning – Displays ongoing commitment to learning and self-improvement by learning from mistakes, seeking feedback, and taking opportunities to acquire new knowledge, skills and abilities. • Confidentiality – Prairie Valley School Division employees are expected to respect the confidential nature of their positions and shall keep confidential any and all information they acquire during the course of their employment that would be reasonably considered to be personal or confidential.
QUALIFICATIONS
<ul style="list-style-type: none"> • Certificate or Diploma in accounting. • Minimum 2 years accounting related experience. • Experience working in a large and diverse office setting is an asset.
WORKING CONDITIONS
<ul style="list-style-type: none"> • 40 hours per week, 12 months per year • Conditions of Employment (non-union) • Limited travel within the school division • Open office environment
DIRECT REPORTS
<ul style="list-style-type: none"> • N/A




Approved by:

Supervisor Name: Janine Blyth

Supervisor Title: Manager of Accounting and Payroll

Signature: 

Date: May 19, 2017

Deputy Director Reviewed 

Last Updated: May 2017