

ACCOUNTING CLERK

PURPOSE:

This position is responsible for ensuring that all invoices received by the school division are paid in an appropriate and timely manner within established policies and procedures.

In addition, this position is responsible for ensuring that Provincial Sales Tax and the Goods & Services Tax are properly accounted for and for record keeping required for insurance appraisal, fixed asset and reporting purposes.

This position reports directly to the Manager of Financial Services and indirectly to the Chief Financial Officer.

DUTIES AND RESPONSIBILITIES:

- ⇒ Ensure that all payment requests are properly authorized.
- ⇒ Ensure that data files within the computerized accounting system are maintained accurately.
- ⇒ Cross reference invoices received to purchase orders or other authorizations and audit invoice to ensure accuracy and conformity to policy. Enter invoices in a timely manner.
- ⇒ Audit, reconcile and pay purchasing and credit cards.
- ⇒ Ensure that each transaction is properly entered.
- ⇒ Complete weekly pay run.
- ⇒ Ensure that all backup documentation is electronically scanned or compiled and filed in the vault.
- ⇒ Forward all invoices to the Manager of Financial Services for audit and approval.
- ⇒ Ensure that all cheques or pay information are mailed or distributed.
- ⇒ Ensure that electronic pay files are properly processed.
- ⇒ Audit the outstanding purchase order file to ensure that they are still valid.
- ⇒ Responsible for communication with suppliers and clients to resolve billing issues that may arise from time to time.
- ⇒ Responsible for other data entry required for preparation of reports that may be required for internal and external use and with respect to fixed assets purchases
- ⇒ Responsible for responding to Vendors and clients with respect to inquiries about payment of invoices.
- ⇒ Responsible for assisting with shipping and receiving duties
- ⇒ Assist in the administration of the Division's Purchase Card Program, including establishing new accounts, cardholder and approver support, monthly transaction approval and reporting
- ⇒ Follow up with budget managers and cardholders about missing documentation, incorrect budget codes and/or specific issues with purchasing cards

- ⇒ Ensure that all requests to purchase goods or services are properly authorized by an account holder and that sufficient budget exists to cover costs of the acquisition.
- ⇒ Generate purchase orders and maintain electronic purchasing records.
- ⇒ Responsible for ensuring that all purchases are appropriately coded to the appropriate budget category.
- ⇒ Refer expenditure requests that exceed budget availability to the Business Manager for authorization.
- ⇒ Maintain proper purchasing and vendor files and records.
- ⇒ Comply with any and all applicable Board Policies, guidelines and practices, and legislation and regulatory requirements.
- ⇒ Perform other related duties as assigned.

QUALIFICATIONS:

EDUCATION, TRAINING & EXPERIENCE:

- ⇒ Typically the required knowledge, skills and abilities are obtained through successful completion of Grade XII; and
- ⇒ Completion of post secondary courses in accounting or financial management from a recognized educational institution, or
- ⇒ Related experience of at least three years in an accounting position with responsibility for accounts payable, tangible capital assets, inventory and other general accounting duties with an organization with an operating budget of at least \$3,000,000.00.

REQUIRED LICENCES, CERTIFICATIONS & REGISTRATIONS:

- ⇒ No licensing or certification is required for this position.

KNOWLEDGE, SKILLS & ABILITIES:

- ⇒ Demonstrated knowledge of accounting process and legislative requirements for accounting and financial reporting under applicable legislation and accounting guidelines.
- ⇒ Understanding of and demonstrated proficiency in functioning within an integrated computerized accounting system
- ⇒ Ability to perform meticulous and accurate data entry and calculations.
- ⇒ Ability to maintain accurate records and documentation.
- ⇒ Excellent interpersonal and communication skills, both verbal and written.
- ⇒ Demonstrated knowledge of current technology and software associated with the duties and responsibilities of this position.
- ⇒ Ability to work independently with minimal supervision demonstrating sound judgement and decision making skills to ensure quality of work meets expected standards.
- ⇒ Ability to establish and maintain effective working relationships with all staff, suppliers and the public demonstrating tact and diplomacy.
- ⇒ Possesses good organizational skills and ability to prioritize multiple demands.

- ⇒ Must be self-directed, task and goal oriented.
- ⇒ Demonstrated knowledge of the Board of Education and Financial Services Department policies with respect to financial issues involving disbursement or funds through the accounts payable system, credit card or purchasing card systems.
- ⇒ Ability to conduct oneself in a manner appropriate to an educational institution that provides services to children including demonstrating strict attention to confidentiality of school operations and student information.

ADDITIONAL INFORMATION:

- ⇒ A security background check including both a Criminal Record Check and a Vulnerable Sector check will be required
- ⇒ Must participate in applicable safety training, work-related professional development, in-service, or courses of study.

CONCLUSION:

The duties and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the role expectations if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the Board of Education and the employee and is subject to change by the Board of Education as the needs of the Employer and requirements of the position change.

**SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION EMBRACES THE
FOLLOWING VALUES AND BELIEFS:**

- **Everyone is a Learner**
- **Excellence for Every Learner**
- **Lifelong and Continuous Learning**
- **Health, Safety and Wellness**
- **Accountability, Honesty, Integrity and Respect**
- **A Positive, Healthy and Enjoyable Work and Learning Environment**
- **An inclusive and diverse workforce and student population**

Saskatchewan Rivers Public School Division Employees are expected to be exemplary role models at all times.