

FINANCE CLERK

CUPE 2357 – Level 3

CORE FUNCTION:

Under the direction of the Controller of Finance and Budget, the Finance Clerk inputs, reviews and edits budget data; provides financial support for Continuing Education; prepares schools budgets; maintains debenture records; performs other budgetary duties; and performs other duties, as assigned by the supervisor.

MAIN DUTIES:

Inputs, reviews and edits budget data:

- prepares departmental budget requests and provides support to users for completion of the computerized forms
- edits departmental budget submissions and compiles budget documents for Trustees, senior management and the public
- processes and maintains records of all budget transfers during the fiscal year
- inputs budget data to the Budgetary Planning System (BPS), and verifies and balances all data entries

Provides financial support for Continuing Education:

- verifies and summarizes Continuing Education course registers and prepares Ministry of Education course listings
- prepares payroll reconciliation for Continuing Education casual salaries
- verifies budget coding for Continuing Education recommendations for hire of casual employees

Prepares school budgets:

- calculates school budgets in Excel; prepares school budget schedules, distributes to schools and receives completed schedules back from schools
- calculates enrolment adjustments and budget increases
- inputs school budget data into the Budgetary Planning System (BPS)

Maintains debenture records:

- records and updates debentures
- ensures timely payment to holder of debentures
- prepares detailed summaries of debenture information, as required

Performs other budgetary duties:

- prepares adjusting journal entries
- produces quarterly analyses of miscellaneous revenue
- maintains files on the Records Management System
- assists with the preparation and distribution of correspondence
- corrects invalid budget coding on payroll journal entries
- prepares year-end salary accruals

Performs other duties, as assigned by the supervisor.

SUPERVISION OF STAFF:

There is no supervisory responsibility.

QUALIFICATIONS:

- Secondary school graduation
- 1 year of Community college in a related field
- 1 year of related experience
- Proficiency with Excel, Microsoft 2000 and MS Word
- Experience with Budgetary Accounting System would be an asset
- Effective telephone manner and very good interpersonal skills

Individuals who possess an equivalent combination of education and experience may also be considered.