

GENERAL ACCOUNTING CLERK #056

CUPE 2357 – Level 5

CORE FUNCTION:

Under the direction of the Accountant, the General Accounting Clerk prepares and processes payments for goods, services and utilities; prepares Provincial Sales Tax data for rebate; monitors payments and responds to inquiries; performs cash receipt entry and bank deposits; performs incumbent specific duties; and performs other duties, as assigned by the supervisor.

MAIN DUTIES:

Prepares and processes payments for goods, services and utilities:

- processes invoices for payment
- maintains pending purchase order/contract/utility files
- matches invoices with purchase orders and verifies details
- assigns appropriate budget number
- verifies colleague's batch balance reports and supporting documentation
- maintains numerical control filing system for batches and completed purchase order copies

Monitors payments and responds to inquiries:

- responds to inquiries from schools, departments, suppliers, etc.
- verifies petty cash replenishments, GST rebates, travel expense claims, etc.
- reconciles outstanding invoices to supplier statements, monthly and follows-up on delayed payments and billings

Performs cash receipt entry and bank deposits:

- coordinates the receipt of monies rental revenues, community use of school facilities, Municipal taxes, etc.
- inputs data and balances
- deposits monies into proper bank, Visa or Mastercard accounts

Prepares data for Provincial Sales Tax rebate:

- reviews
- previous year's payments, copies, as necessary and enters on to spreadsheets
- obtains Accountant's approval before submitting to the Province of Ontario for reimbursement

Performs incumbent specific duties:

- assists in training new or casual employees
- prepares reports for special account
- prepares on line cheques when Accounts Payable Clerk is absent
- prepares weekly cheque run in the absence of the Senior Accounting Clerk and Accountant
- performs general secretarial duties, as required

Performs other duties, as assigned by the supervisor.

SUPERVISION OF STAFF:

There is no supervisory responsibility.

QUALIFICATIONS:

- Secondary school graduation
- 2 year Community college diploma in a related field
- 4 years of related experience
- Proficiency using spreadsheets and MS Word
- Familiarity with Budgetary Accounting System, Miscellaneous Receivable System, etc. would be an asset
- Effective telephone manner
- Excellent organizational and time management skills
- Accurate keyboarding skills

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