

SENIOR ACCOUNTING CLERK #051

CUPE 2357 – Level 6

CORE FUNCTION:

Under the direction of the Accountant, the Senior Accounting Clerk performs the monthly analyses of all asset, liability, revenue and specified expense accounts and prepares journal entries for adjustments; reconciles assigned bank accounts on a monthly basis; records and maintains accounts receivable and accounts payable data; maintains statistical data and prepares reports; acts as back-up for other accounting functions, if required; and performs other duties, as assigned by the supervisor.

MAIN DUTIES:

Performs monthly analyses of all asset, liability, revenue and assigned expense accounts and prepares journal entries for necessary adjustments:

- reviews general ledger accounts to ensure charges been coded to proper accounts
- corrects errors found through the preparation of journal entries
- responds to requests for verification of charges

Reconciles bank accounts on a monthly basis:

- checks bank account statements for proper debiting
- generates reports to balance with general ledger
- checks off coupons against bank account statements
- lists coupons and bonds and balances with general ledger
- verifies and approves deposits and cash receipts prepared by the General Accounting Clerk
- initiates interface from banking software to accounting system
- records, follows-up and prepares reversing journal entries for returned cheques

Records and maintains accounts receivable and accounts payable data:

- prepares salary and benefits invoicing reports
- prepares and distributes invoices to Accounts Receivable Clerk for data entry
- monitors outstanding invoices and follows-up, as required
- maintains accurate records on the Accounts Receivable Module
- prepares and authorizes preliminary and final accounts payable cheque runs
- responds to inquiries from schools and departments
- prepares cheque requisitions and journal entries
- liaises with external auditors, as required
- finalizes paid invoice batches

- corrects Purchase Orders, as required
- prepares stop payments
- ensures accuracy of charges into general ledger
- maintains up-to-date credit card information on database and follows-up on outstanding cardholder submissions
- liaises with Purchasing Card Coordinator

Maintains statistical data and prepares reports:

- prepares and balance quarterly Trustee claims
- prepares financial year-end audit working papers
- assists external auditors
- prepares reports to meet financial reporting requirements and for financial analysis
- prepares monthly account analysis of various general ledger accounts

Acts as back-up for other accounting functions, as required:

- in absence of Accountant, provides back-up in all related managerial activities
- coaches and mentors other employees
- performs commitment control functions, as required
- performs cash receipt entry and bank deposits, 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
- enrolment in a recognized accounting program (CGA, CMA)
- 4 years of related experience
- Proficiency using spreadsheets
- Good computer skills (MS Word)
- Knowledge of Budgetary Accounting System, Crystal Report Writer, Payroll Database, Accounts Receivable Module would be an asset
- Good organizational and interpersonal skills
- Ability to meet constant and rigid deadlines

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