

# 660

## SENIOR FINANCE CLERK

CUPE 2357 – Level 6

### CORE FUNCTION:

Under the direction of the Controller of Finance and Budget, the Senior Finance Clerk prepares school generated funds reports; investigates variances between actual and budgeted salary expenditures; reconciles approved staffing levels to payroll records; maintains data used for the teacher compensation grant; maintains budget and financial records; and performs other duties, as assigned by the supervisor.

### MAIN DUTIES:

Prepares school generated funds reports:

- coordinates the data collection and produces annual summary report
- prepares user manual
- provides user telephone support
- provides training to schools in the use of Quicken
- advises schools on accounting procedures

Investigates variances between actual and budgeted salary expenditures:

- retrieves data from IPPS to explain budget variances
- ensures salary expenditures charged to school short term illness budgets are accurate
- prepares monthly journal entries to record supply teacher usage for professional development

Reconciles approved staffing levels to payroll records:

- prepares and distributes departmental staffing confirmation reports
- reconciles teaching staffing levels
- prepares budget coding change forms, as required

Maintains data used for the Teacher Compensation Grant:

- collects and records teacher qualification and experience adjustments
- updates the teacher grid used in the calculation of the Teacher Compensation Grant

Maintains budget and financial records:

- maintains budget and financial records

- assists in testing internal controls to strengthen methods of financial data collection

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
- 2 years of related experience
- Proficiency in spreadsheet packages and MS Word
- Knowledge of Quicken, Integrated Personnel and Payroll System, and Budgetary Accounting System would be an asset
- Accurate keyboarding skills (60 w.p.m.)
- Initiative and organizational skills
- Good interpersonal and telephone skills

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