

JOB DESCRIPTION

JOB TITLE	Accounting Clerk
DEPARTMENT / PROGRAM AREA	Corporate Services
REPORTING TO	Supervisor of Accounting
LOCATION	North Bay
WEEKLY HOURS OF WORK	35
SALARY GRADE	Band 3
DATE	March 2020

GENERAL PURPOSE

[Description of the purpose of the position, why does it exist what are key responsibilities?]

Reporting to the Supervisor of Accounting, this position supports the accounting functions for the District of Nipissing Social Services Administration Board and Housing Operations. The primary duties include: preparing and processing A/P invoices for payment, A/P purchase orders, creating and managing A/R invoices, completing cheque runs, bank deposits, responding to vendor/manager inquiries.

In addition, this position will also handle various accounting clerk functions and transactions using the Employees Portal, Property Management system, and DynamicsNav accounting system. These include processing monthly journal entries, invoices and credit card expenses, preparing and distributing monthly departmental operating reports, general ledger account reconciliations to sub ledgers and completing monthly/quarterly HST/GST/PST sales tax remittances and reconciliations.

KEY ACTIVITIES

[Name and list under each the key activities of the position and percentage estimate of time for each section.]

- Prepare and process all A/P and A/R invoices, cheque runs, electronic fund transfers, receipts and deposits;
- Prepare or assist with the analysis of daily/monthly accounts and reconciliations;
- Prepare/maintain general ledger, bank transactions, coding adjustment and journal entries;
- Prepare/process cheque and direct deposit (DBD) requests on a daily basis;
- Complete daily bank reconciliations;
- Process monthly HST/GST/PST remittances;
- Download and process visa statements and expenses through the employee portal for the accounting system;
- Prepare and process purchase/work orders to ensure appropriate authorizations and inclusion of supporting documents; ensure invoices match purchase order amount(s). As well, provide appropriate over sight and follow up to manage outstanding purchase orders;
- Download, save, archive, electronic bank and credit card statements on a daily/monthly basis as required;
- Maintain the electronic inventory on NAV;
- Process purchase requests and expense claims on a weekly basis or as required;
- Maintain the security and supply of cheques and DBD stock;
- Manage Purchase Order requests, tracking all those outstanding and ensuring payments match PO approvals;
- Respond to internal and external inquiries and requests, as required;
- Provide administrative support to the Manager of Finance and Supervisor of Accounting on a range of administrative functions including purchasing, facilities, technology and security;
- Other duties as assigned, including providing back up support to the Financial Benefits Administrator position.
- Assist with Ministry reporting requirements.

As a DNSSAB employee, the position is responsible for creating, maintaining and actively participating in a respectful workplace that is free of all forms of harassment, discrimination and violence.

QUALIFICATIONS

- Completion of one (1) year post-secondary certificate in book-keeping, accounting, finance or its equivalent;
- One (1) to two (2) years related experience providing financial operational supports;
- Advanced computer skills including use of Microsoft Word, Excel, Outlook, and SharePoint;
- Experience with Microsoft DynamicsNav & Property Management system is considered an asset;
- Excellent attention to detail;
- Proven written and oral communication skills, including the ability to prepare reports, spreadsheets and detailed financial analysis;
- Sound working knowledge of accounting and office practices and procedures, internal controls and processes;
- Ability to work individually and as a team player with excellent organizational and multitasking skills;
- Must possess a valid Ontario Driver's License and have a vehicle available for use on the job;
- Demonstrated respect of confidentiality.

COMPENSABLE FACTORS

KNOWLEDGE

[This subfactor measures the general knowledge and specialized or vocational training necessary to perform the job duties in a satisfactory manner and has no relationship to the academic achievement of an employee. The degree levels are normally expressed in terms of formal education or equivalent. Similar levels of achievement can be obtained through related experience, courses or self-improvement.]

Undergraduate level (College) - One year or equivalent.

EDUCATION AND SPECIFIC TRAINING

[The level of formalized knowledge required to satisfactorily fill the position – such knowledge is most commonly acquired as a result of time spent in schools, colleges and universities / today's levels and standards are utilized – Education and Work Experience are rated together.]

Over one year, up to and including two years.

JUDGEMENT

[Measures the choice of action required in applying methods, procedures, or policies to complete the tasks.]

The job requires the application of established methods or procedures. Work may involve a choice of methods.

MENTAL EFFORT

[Measures the period of time wherein mental, visual and/or aural attentiveness is required on the job. Both the frequency and duration of the effort are to be considered.]

Frequent periods of intermediate duration.

PHYSICAL ACTIVITY

[Measures the physical activity by the type and duration required to perform the duties.]

Light activity of long duration.

DEXTERITY

[Measures the level of dexterity required by a job. The levels of manual dexterity are determined by considering the elements of speed and/or accurate hand/eye (or hand/foot) coordination. Movements can be either fine or coarse.]

Employee is required to perform tasks that demand the accurate co-ordination of coarse movements, where speed is a major consideration. There is requirement for some fine movements.

ACCOUNTABILITY

[Measures the effect of actions on others and covers the relationship between the nature of the work, the loss of time and resources and the effect of the work.]

Actions could result in significant loss of time, resources, or cause some embarrassment within the department or organization.

SAFETY OF OTHERS

[Measures the degree of care required to prevent injury or harm to others.]

Little degree of care required to prevent injury or harm to others.

SUPERVISION

[Measures the extent to which an employee is required to supervise the work of others such as students, employees (full-time, part-time, casual, etc.) of the employer, employees of other organizations.]

Supervisory responsibilities is not normally part of the job requirement, but there may be a requirement to show others how to perform tasks or duties.

CONTACTS

[Measures the contacts necessary in communicating with others, be they fellow workers or members of the public. These communications may be in writing, or oral, including sign language, and carrying varying degrees of responsibility for the handling of contacts tactfully and harmoniously.]

Courtesy and tact required in explaining, exchanging data or information.

WORKING CONDITIONS

[Measures the type and frequency of disagreeable conditions under which an employee is required to carry out the job duties.]

Minor conditions of frequent exposure.