



JOB DESCRIPTION

JOB TITLE	Accounting Clerk
DEPARTMENT / PROGRAM AREA	Corporate Services
REPORTING TO	Supervisor of Accounting
EFFECTIVE DATE	January 2022
SALARY	Band 4

JOB SUMMARY

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/DBD runs, bank deposits, responding to vendor/manage inquiries.

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

JOB DUTIES AND RESPONSIBILITIES

- Prepare and process all A/P and A/R invoices, cheque runs, electronic fund transfers, receipts and deposits;
- Verify vendor banking information in a 2 step process to ensure validity and accuracy (accountability and awareness of possible fraud and cyber attacks)
- 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 monthly 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 oversight 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;
- 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 Dynamics Nav & 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.