

SUNSHINE COAST REGIONAL DISTRICT

JOB DESCRIPTION

FINANCE CLERK

EXEMPT (Y/N): No

SALARY LEVEL: Grid 1, Band 6

LOCATION: Field Road Office

APPROVED BY: Sara Zacharias

DIVISION: Financial Services

DEPARTMENT: Corporate Services

SUPERVISOR: Mgr, Financial Services

DATE: Oct 2016

Replaces: Accounting Tech I – Data Entry

DATE: July 2011

SUMMARY: Under the general supervision of the Manager, Financial Services performs high volume data entry and processing of accounting transactions. Work is performed in accordance with standard accounting procedures and corporate policies /procedures.

KEY RESPONSIBILITIES: *include the following:*

To process a variety of accounting transactions for multiple accounting functions including: accounts payable, receivables, and payroll.

1. To enter accounting data as required.
2. To perform routine processing of accounts payable and receivable.
3. To maintain vendor files and other financial records.
4. To comply with, and promote, safe work practices and procedures in order to effect a safe and healthy work environment.

TYPICAL ACTIVITIES: *include the following; other activities may be assigned:*

1. Checks and verifies source documents and completes accounting entries.
2. Processes accounting transactions including posting to the general ledger and subsidiary modules as required.
3. Produces source documents such as printing cheques or invoices.
4. Performs routine reconciliations.
5. Compiles routine reports.
6. Keeps filing systems up to date.

KEY RELATIONSHIPS: *To perform the typical duties of this job successfully, an individual must have contact with certain people that are not in the direct reporting relationship.*

- General Managers/Managers and Supervisors
- Co-workers within the Finance Division
- Other SCRD staff as necessary

DECISION MAKING AUTHORITY: *Decisions that are made in carrying out the typical duties of the job without referring to the Manager/Supervisor:*

- Follows established procedures and guidelines
- Performs works under the guidance of senior accounting staff

PROBLEM SOLVING RESPONSIBILITY:

- Verification of source documents.
- Finding and correcting errors in accounting records.
- Prioritizing of workload to meet deadlines.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required.*

FORMAL EDUCATION AND TRAINING:

- Grade 12 or equivalent
- Completion of an entry level course in accounting concepts and business principles from a recognized post-secondary institution; e.g. Capilano University's "BFIN 141 Accounting" or BFIN 142 "Financial accounting" or equivalent.

EXPERIENCE:

- Two (2) years' general accounting experience including experience in computerised accounting systems and high volume data entry.

OTHER SKILLS/KNOWLEDGE

- Proficiency with computerized accounting software
- Proficiency in Microsoft Office suite, especially Excel
- Familiarity with accounting concepts, business principles and regulatory reporting requirements, such as HST
- Ability to perform standard calculations pertaining to accounts transactions.
- Ability to work within deadlines and handle multiple tasks
- Ability to problem-solve, especially to trouble-shoot issues related to source documents and transactions
- Ability to communicate effectively while maintaining a strong customer focus
- Ability to work effectively in a team environment.

MEASUREMENT DATA: *(to be used in combination with SCRD Core Competencies)*

- Extreme accuracy in data entry
- Attention to detail
- Deadlines consistently met
- Successful management of time and projects
- Timely and courteous handling of problems with customers including managers and supervisors concerning errors on cheques/invoices or posting to incorrect accounts

SUPERVISORY RESPONSIBILITIES:

- None