



<b>FRONTIER SCHOOL DIVISION POSITION DESCRIPTION</b>
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<b>JOB TITLE</b>	Billing and Finance Clerk
<b>CLASSIFICATION</b>	
<b>DEPARTMENT</b>	Secretary-Treasurer
<b>LOCATION</b>	Division Office
<b>REPORTS TO</b>	Assistant Secretary-Treasurer
<b>STAFF SUPERVISED</b>	n/a
<b>PROBATIONARY PERIOD</b>	Three Months
<b>EFFECTIVE DATE</b>	

**POSITION SUMMARY**

Under the general direction of the Assistant Secretary-Treasurer, the Billing and Finance Clerk is primarily responsible for ensuring all accounts receivable functions are carried out in a timely manner. The incumbent is also responsible for a number of general accounting functions including the regular and timely preparation of accounts reconciliations, the generation of accounting reports as required and reconciliation of bank accounts are prepared and monitored.

**QUALIFICATIONS**

Education

- Grade 12.
- Business Administration Diploma or Certificate.

Experience

- Three years accounting experience.

Knowledge, Skills and Abilities

- Knowledge of fund accounting or payroll.
- Proficiency in a variety of computer applications in a network environment requiring the use of word processing functions, spreadsheets, presentation software and databases applications. (Main focus on spreadsheet use)
- Excellent written and verbal communication skills.
- Strong organizational and time management skills.
- Excellent interpersonal and customer relations skills.
- Ability to exercise initiative and judgment in determine work priorities and to work with minimal direct supervision.
- Ability to work in a team environment and provide support and guidance within the Finance Department.

## **DUTIES AND RESPONSIBILITIES**

### Revenue and Accounts Receivable

- Maintains a system to ensure adequate and timely follow-up on all outstanding accounts.
- Prepares billings on a daily basis for tuition, Frontier Collegiate Institute, Reverse Tuition Agreements, capital invoices and miscellaneous cost recoveries.
- Ensures all accounts receivable reports on outstanding accounts are prepared and distributed.
- Posts cash receipts on a daily basis and ensures tuition receipts are forwarded as received.

### General Accounting

- General Ledger
  - Reconciles main and Payroll bank.
  - Prepares, enters and posts journal entries.
  - Prepares and reconciles Frontier Collegiate Institute bursary accounts.
- Budgetary
  - Prepares, enters and posts budget transfers.
  - Prepares monthly allocation entries (freight, Dept. 81).
  - Prepares and distributes month end reports.
  - Participates in preparation of annual budget.
- Year End/Yearly
  - Assists in year end (payroll accrual, accounts payable accrual, Dept. 81 allocation).
  - Responds to year end auditors' requests.
  - Assists in preparing the Principal's Yearly Report.

Performs other duties as assigned.

## **CONTACTS**

Division, Area and school personnel.

External agencies (financial institutions, Indian and Northern Affairs Canada)

## **WORKING CONDITIONS**

General office conditions.

This is a 12 month per year position.

## **PHYSICAL AND VISUAL REQUIREMENTS**

Ability to lift up to 15 kg.

Visual concentration and repetitive keyboarding tasks approximately 80% of the time.

Physically able of performing assigned duties.

## **EQUIPMENT USED**

General office equipment.

Personal computer and a variety of software packages.

Accounting software.

**APPROVED**

	March 9, 2012
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Signature, Chief Superintendent

Date

	March 9, 2012
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Signature, Secretary-Treasurer

Date

	March 9, 2012
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Signature, Human Resources Coordinator

Date