

POSITION DESCRIPTION

JOB TITLE	Billing and Finance Clerk
DEPARTMENT	Secretary-Treasurer
LOCATION	Division Office
REPORTS TO	Assistant Secretary-Treasurer
STAFF SUPERVISED	n/a
PROBATIONARY PERIOD	Three months

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.