



**FINANCE CLERK  
GENERAL LEDGER & ACCOUNTS RECEIVABLE  
FINANCIAL SERVICES**

**Title**

Finance Clerk - General Ledger & Accounts Receivable – Financial Services

**Scope of Responsibilities**

The Finance Clerk - General Ledger & Accounts Receivable is responsible for a broad range of accounting services which support the efficient operation of the revenue side of the accounting department as well as the treasury function, general accounting and financial reporting. The Finance Clerk must coordinate and process various types of accounting transactions, prepare and input journal entries, claims and invoices as well as reconcile accounts and prepare bank deposits. Working collaboratively within the Department, the Finance Clerk reports directly to the Supervisor of Accounting.

**Competencies Required**

The Finance Clerk - General Ledger & Accounts Receivable shall have the following competencies:

- (a) The ability to analyze procedural and system problems and make effective recommendations;
- (b) The ability to work and communicate effectively within the Department, with other departments and schools as well as outside agencies and individuals such as provincial departments and auditors, vendors, suppliers, and service providers;
- (c) The ability to adapt to changing roles and responsibilities;
- (d) The ability to apply knowledge of computerized financial and electronic business banking systems in an accounting environment;
- (e) The ability to work independently and organize and prioritize tasks to meet strict deadlines;
- (f) The ability to process all information with strict attention to accuracy;
- (g) The ability to maintain a thorough and up-to-date knowledge of account classifications and purchasing and accounting policies and procedures;
- (h) A demonstrated commitment to client service;
- (i) The ability to work effectively within a team environment;
- (j) The ability to respond to changing technology;
- (k) The ability to maintain and promote confidentiality as the norm;
- (l) The ability to apply knowledge, experience and commitment in the areas of race relations, cross cultural understanding human rights and diversity;
- (m) The desire and the ability to engage in continuing education and professional development.

## **Qualifications**

- a) Recognized accounting diploma or the equivalent obtained through training and experience;
- b) Minimum two (2) years experience in an accounting environment including the operation of an advanced accounting system, spreadsheets, word processing and the Internet;
- c) Experience in general and revenue accounting and payroll is considered an asset;
- d) Experience in SAP is considered an asset;

## **Specific Job Components**

The Finance Clerk - General Ledger & Accounts Receivable shall perform those tasks assigned by the Supervisor of Accounting. These tasks may vary, from time to time, with the evolution of the organization and may include but not be limited to the following:

- (a) Prepare journal entries for approval;
- (b) Accurately input all approved journal entries into SAP;
- (c) Generate reports, complete forms, prepare and submit various claims and invoices as required;
- (d) Record all receivable billing and payments in SAP;
- (e) Receive and record all payments and reconcile accounts receivable, including the preparation of monthly aged accounts receivable listings and follow up on outstanding accounts receivable to ensure prompt payment;
- (f) Prepare bank deposits and post cash entries to reconcile;
- (g) Maintain petty cash fund and an ongoing reconciliation;
- (h) Collect, post, adjust and process payment card reconciliations and uploads;
- (i) Prepare transfers for study leaves as required;
- (j) Post adjustments for payroll sub codes and cost centers for all non-teaching, personal services requests, and study leaves as required;
- (k) Manage all assigned month end and year end responsibilities within the timeframes identified in the checklist provided;
- (l) Respond to requests from employees, principals, departments and external agencies on all accounts receivable and revenue related matters;
- (m) Maintain an effective records management system;
- (n) Assist other members of the Financial Services Department as required;
- (o) Other duties as required.