

Job Description/Specification

Identification:	J0293	TFEU/BCTF Joint Salary Committee Decisions
JOB/POSITION TITLE:	Senior Accounting Clerk	FORMER TITLE/DEPARTMENT: Senior Accounting Clerk
DIVISION/DEPARTMENT:	FAS	PAY GRADE: 4
SUPERVISOR'S TITLE:	Controller	DATE APPROVED: Oct 25, 2019

Function and purpose (a)

Under the general direction of the Controller and in accordance with established BCTF accounting procedures processes and ensures data is accurate for transactions related to travel cards, electronic expense vouchers, member fee data, credit cards, electronic funds transfers and cheque runs and assists other team members when required in the preparation of letters, cheques, journal entries, purchase orders and tracking spreadsheets.

Principal duties and responsibilities (a)

1. Ensures that the Federation's travel cards are paid and reconciled on a regular basis including identifying and allocating member travel costs, ensuring costs are expensed in the correct program or event, liaising with travel agency and departmental staff.
2. Imports and approves electronic expense voucher details from online submission portal, conducts secondary/final check for validity of data and determination and coding of member transactions as taxable if required, contacts members as needed to answer questions and once transactions are approved, posts setting up payment.
3. Posts and reconciles member fee data once confirmed by Member Records and payment applied by Accounts Receivable clerk ensuring school district payments are accurately matched to invoices and monthly fee budgets are met for statement purposes.
4. Reconciles BCTF Corporate credit cards to ensure timely payment and the confidential posting of FTTO/Senior Management expenses as appropriate.
5. Enters and maintains personal banking information for electronic funds transfers for members and payments to ensure accuracy and maintenance of privacy requirements.
6. Initiates cheque runs for all companies and determines which vendors, amounts and invoices are paid for the Intermediate accountant to print and upload.

7. Maintains up to date register of program signing authorities for BCTF programs and budget authorisations.
8. Assists Senior Accountant – Budget and Grants with the processing of grants.
9. Assists General Accounting Clerk in the processing of cheque runs and or journal entries.
10. Assists Facilities and Purchasing Assistant in the preparation of purchase orders to vendors.
11. Performs other duties as directed by Controller.

JOB REQUIREMENTS

This section sets out the minimum requirements in the areas of EXPERIENCE, EDUCATION, TRAINING, CERTIFICATES AND PHYSICAL DEMANDS necessary to perform the job.

Experience (b)

Three years related accounting experience including demonstrated ability in the use of computerized systems and procedures (both accounting packages and spread sheet programs).

Demonstrated ability to prepare financial statements and to communicate accounting information with members and external agencies.

Demonstrated analytical and problem-solving skills including the ability to prioritize and execute multiple requests.

Education and training (c)

Completion of secondary school (Grade 12) plus, two years of accounting courses, leading to certification as a professional accountant.

Demonstrated proficiency with accounting and spreadsheet applications.

Proficiency with Microsoft suite of programs required.

Licences and certificates (c)

None.

Environment (g)

Physical/emotional environment limited to conditions normally associated with office clerical work such as communication skills, equipment operating dexterity, and scheduling pressures.

JOB CHARACTERISTICS

This section is a key component of the Salary Determination process. This section also forms part of the job description and describes some of the conditions under which the work is performed.

Contacts and relationships (d)

Contacts and relationships with all levels of Federation staff are required to transmit, exchange, or clarify accounting information.

External contacts and relationships involve the transmission, exchange, or clarification of accounting information with members, suppliers, school districts, and financial institutions.

Communication skills include a requirement for accuracy, and an understanding of confidentiality.

Machines, equipment and work aids used

Computer, printer, telephone, fax, e-mail, voicemail, photocopier, label printer, and a wide variety of software systems, BCTF Members Guide and Federation policies and procedures and membership data base.

Positions supervised (e)

None

Physical and/or mental effort (f)

The position is subject to frequent pressures from volumes of work and reporting deadlines, as well a high degree of accuracy is required.

Working conditions (g)

Exposure to video display screen glare when operating computer terminal. Overtime may be required to handle heavy workloads several times during the year.