

Job Description/Specification

Identification	J0303	TFEU/BCTF Joint Salary Committee Decisions
JOB/POSITION TITLE:	Accounting Clerk	FORMER TITLE/ DEPARTMENT: Revenues Clerk. Acct. Payables Clerk
DIVISION/DEPARTMENT:	FAS/Accounting	PAY GRADE: 3
SUPERVISOR'S TITLE:	Controller	DATE APPROVED: Apr 27, 2020

Function and purpose (a)

Under the general direction of the Controller and in accordance with established BC Teachers' Federation (BCTF) accounting procedures, performs accounting work towards the timely and accurate coding and recording of BCTF and SIF membership fees, related revenues, donations, and other non-fee receipts. Ensures Federation bills are paid on a timely and effective basis and that expenses are recorded accurately and submitted for quick turnaround in the payment process.

Principal duties and responsibilities (a)

Accounts Receivable

1. Records the receipt of all BCTF fees, SIF fees, and EI payments from school districts building rents and other sources of funds. Ensures electronic fees are downloaded from membership system and correctly allocated between funds ensuring timely payment of invoices. Liaises with Member Records and school districts to resolve discrepancies.
2. Creates new customer accounts in accounting software, inputs customer/member preauthorized debit (PAD) banking information if applicable, and submits to Intermediate Accountant for approval to ensure privacy and security measures are followed.
3. Prepares invoices as requested by BCTF departments and entities including for Local Association payroll. Records and enters all cash receipts (cheques, cash, and electronic funds transfers (EFT) into accounting software for all BCTF entities.

4. Processes daily provincial specialist association (PSA) deposits and delivers to bank if required. Ensures processing, at bank, of petty cash cheques, US draft, and certified cheques as required.
5. Using accounting software ensures payment of overdue accounts receivable. Follows up on delinquent accounts by contacting debtor and requesting payment. Reviews aging reports on delinquent accounts. Tracks paid/unpaid expense vouchers.
6. Receives and reviews Non-Sufficient Funds cheques. Contacts payer to request prompt payment of outstanding accounts. Advises program co-ordinator as appropriate.
7. Communicates with school district staff, local officers, and Federation staff related to inquiries pertaining to payment of dues.
8. Prepares journal entries as required to account for transfers between BCTF entities, recurring costs such as mailing, postage, supplies, photocopying, teleconferencing, and the sale of BCTF merchandise. Also processes correction entries as directed by Controller or Senior Accountant.
9. Other related tasks as assigned by Supervisor.

Accounts Payable

1. Prepares, reviews, verifies, and inputs all approved member and staff expense vouchers excluding web-based generated forms.
2. Creates new customer and vendor accounts in accounting software and inputs EFT banking information before submitting them to Intermediate Accountant for approval to ensure privacy and security measures are followed.
3. Checks and verifies invoices and purchase orders for approvals, and coding. Compares invoices against purchase orders, checks back orders, and follows up on discrepancies with purchasing department. Attaches purchase orders to invoices as indication of approval for payment. Prepares cheque requisitions for consolidated invoice payments. Contacts suppliers and co-ordinators to make enquiries. Searches and records vendor numbers. Checks edit lists for accuracy of data input. Returns invoice documents to suppliers as required. Reconciles monthly statements from suppliers with accounts payable records. Follows up on discrepancies.
4. Reviews invoices and requests for payments received from departments for accuracy of coding and presence of required authorizations to pay. Codes if necessary and ensures timely data entry for payment.

5. Receives and sorts accounts payable mail in preparation for processing. Assigns priority to invoices for immediate payment. Stamps invoices with authorization stamp, directs invoices to designated program co-ordinators for approval and coding.
6. Prepares credit memos for adjustments and returns of goods and services purchased and submits to Intermediate Accountant for posting.
7. Files and maintains binders of purchase orders and LOAs.
8. Ensures the timely processing of LOAs ensuring authorizations exist in member database, along with adequate coding, in order to ensure school districts are paid in a correct and timely fashion. Includes cross-referencing information between accounting system and membership database.
9. Assists the Intermediate Accountants with the orderly processing of financial transactions for all Provincial Specialist Associations including the approval and payment of PSA payables.
10. Prepares journal entries as required to account for transfers between BCTF entities and the recording of prepaid expenses together with documents for audit purposes. Also processes other audit journals and/or correction entries as directed by Controller or Senior Accountant.
11. Sorts and distributes the Accounting department mail.
12. Other related tasks as assigned by Supervisor.

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)

A minimum of two years' experience in directly related accounting work, including:

- automated accounts receivable;
- demonstrated ability to reconcile general ledger accounts;
- demonstrated communications skills suitable for collections duties and clarifying expense policies for members and staff; and
- strong technical skills and an in-depth knowledge of word processing, spreadsheets (including macros), database software and report analysis/ problem solving.

Education and training (c)

Completion of secondary school (Grade 12) plus one year of formal training in office or accounting procedures or leading to certification as a professional accountant.

Licences and certificates (c)

None.

Environment (g)

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

Work requires lengthy periods of concentration due to high accuracy requirements and deadlines and frequent interruptions by incoming calls and Federation staff.

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 and its members are required in the collection of monies owed to the Federation, for the exchange of information or data, and clarifying expense policies. Demonstrated strong verbal and written communication skills including an excellent telephone manner.

Contacts and relationships with persons external to the Federation are required for the exchange of information and data and to follow up on delinquent accounts, reminding and persuading teacher members and others to pay monies owed to the Federation. Contacts are a significant part of the job requiring discretion, confidentiality, tact, courtesy, and good communications skills.

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, Provincial Specialist Association policies, Federation policies and procedures and membership database.

Positions supervised (e)

None.

Physical and/or mental effort (f)

Mental effort required is consistent with that in any accounting area with frequent deadlines.

Working conditions (g)

Exposure to video screen glare when operating a computer terminal.