

## Job Description/Specification

<b>Identification:</b>	<b>J0480</b>	<b>TFEU/BCTF Joint Salary Committee Decisions</b>
<b>JOB/POSITION TITLE:</b>	Accounting General Clerk	<b>FORMER TITLE/DEPARTMENT:</b> Acct. General Clerk A/B
<b>DIVISION/DEPARTMENT:</b>	FAS/Accounting	<b>PAY GRADE:</b> 2
<b>SUPERVISOR'S TITLE:</b>	Controller	<b>DATE APPROVED:</b> October 25, 2016

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### Function and purpose (a)

To perform receptionist, typing, high volume of data entry, and general clerical duties related to accounting records; to prepare, key and process payment vouchers and journals; to process provincial specialist association (PSA) membership applications and fee payments for bank deposit; to maintain a petty cash fund; to maintain files and retrieve filed information.

### Principal duties and responsibilities (a)

1. Expense vouchers for staff and members on the BCTF accounting system.
2. Balances cheque and electronic fund transfer payment for all BCTF divisions and companies created by Intermediate Accountant. Reviews for signature, logs in disbursement record book. Distributes cheques or processes for mailing. Makes copy of cheque upon request. Notifies staff of amendments to expense vouchers being paid by EFT.
3. Keys journal entries for a variety of transactions and posts when approved by Controller or Senior Accountant.
4. Receives and processes PSA membership applications. Processes payments, records and assigns batch number, forwards to Member Records for processing. Journals membership payments into the accounting system and creates bank deposits.
5. Maintains and controls the dispensing of a petty cash fund for staff and members, checks vouchers for proper authorization and program account numbers; reconciles fund daily; prepares petty cash reimbursement and keys vouchers for replenishment of fund weekly or as required.

6. Maintains all department files, including purchase orders, purchase invoices, journals, accounts receivable invoice batches, etc; assists staff in locating files, documents and file information; moves accounting files to and within storage area periodically. Prepares boxes for shipment to offsite storage.
7. Processes credit and debit card transaction, ensure accuracy, timeliness of transaction. Responsible for journaling after approval.
8. Performs receptionist duties for the accounting department; answers telephone and in-person inquiries or directs inquiries to appropriate staff; takes and relays messages and follows up with members or staff as necessary.
9. Opens and date stamps daily mail and all incoming internal mail.
10. Obtains reports and does inquiries for staff and members.
11. Takes workroom photocopier reading monthly and prepares tally sheet for AR clerk.
12. Scans Accounts Payable invoices and cheque requisitions received for attachment to accounting entries.
13. Performs other duties as assigned by the 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)**

More than one year of related clerical and bookkeeping experience in an environment with a heavy volume of numerical data entry. Demonstrated accurate data entry skills of 10,000 keystrokes per hour.

### **Education and training (c)**

Completion of senior secondary school (Grade 12) including commercial courses or equivalent.

### **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, scheduling pressures, and large volume of data entry.

## **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 in the issuance of petty cash, receiving and answering inquiries, and exchanging information or data relating to the processing of cheques and PSA membership applications.

Contacts and relationships with persons outside the Federation building are required for a wide range of information relating to all the department's activities. Contacts include members, vendors, local association staff and PSA officers. Answering inquiries involves research on the computer, in the files or determining the appropriate specialized person to handle the call. Some information is confidential or complicated and good communication skills are required to answer with tact and discretion.

### **Machines, equipment and work aids used**

Telephone and calculator. Windows-based accounting system, Office suite of programs.

### **Positions supervised (e)**

None.

### **Physical and/or mental effort (f)**

Subject to daily, weekly and monthly pressures from having to meet deadlines for the processing of payment vouchers, and the preparation of journals for charges to program accounts.

### **Working conditions (g)**

Exposed to glare from the operation of computer. Some lifting involved in transferring departmental files to storage and in organizing storage areas.

October 25, 2016