**Department of Human Resources**

**OPSEU Job Description**

**Job Title:**  Electronic Data Processing & Account Reconciliation Coordinator

**Job Number:** SO-231

**NOC:** 1431

**Band:**  6

**Department:**  Financial Services

**Supervisor Title:**  Manager, Reporting Services

**Last Reviewed**: May 30, 2017

**Job Purpose**

Provides support to Manager, Reporting Services with timely and accurate posting of departmental activity to meet monthly reporting deadlines. Maintain accurate and up to date reconciliations for the University’s banking general ledgers to ensure complete and accurate reporting surrounding receipts and payments by departments as part of the internal control process. Prepares accounts receivable and accounts payable sub-ledger reconciliations and presents to a Manger for approval and clearing of reconciling items. Performs special tasks assigned by the Manager, Reporting Services. Supports Financial Services staff in the interfacing and entering of various types of data in the Enterprise Resource Production (ERP) environment and excel spreadsheets.

**Key Activities**

1. Using electronic processes to reconcile the University's bank accounts;
	1. Checks general ledger entries against bank statements, clearing transaction suspense accounts to zero balance on a monthly basis.
	2. Responsible for the investigation, documentation and creation of correcting journal entries to clear reconciling items for approval.
2. Prepares journal entries for banking and departmental activity using electronic processes for approval.
	1. Updates bank clearing deposit/journal entry files; prepares and interfaces approved journal entries after comparing to general ledger deposits.
	2. Creates the interface entries for approval to clear suspense accounts for online web payments to the General Ledger and deposits posted to clearing accounts for all cash receipt sessions.
3. Interfaces multiple monthly electronic journal entry files prepared by departments, requiring in-depth knowledge of the University’s general ledger structure to ensure entries are recorded to valid accounts.
4. Transfers data files from the Advancement office to ERP to record donations received by the University.
5. Prepares accounts receivable and accounts payable sub-ledger reconciliations to present to a Manger for approval and to clear reconciling items.
6. Data entry for monthly journal entries not part of an interface posting process.
7. Processes wire transfer requests when required for payments domestically and internationally.
8. Updates account statement distribution list; prints and distributes monthly summary statements for ancillary operations and external account statements.
9. Assists account holders and delegates with queries on statements and transactions preparing correcting journal entries as necessary.
10. Supports Accounts Payable with data entry for payable vouchers and supports new initiatives to improve and automate processes in the Payables cycle.
11. Supports the administration of the corporate travel card program.
12. Prepares special reports as requested for the Manager, Reporting Services and the AVP of Financial Services to assist in reconciliations and decision making by analyzing data with the aid of systems such as Excel, Synoptix, Word, Colleague and Access.
13. Supports the department in creating and using on-line forms to simplify processes. Monitor the processes and maintains documentation for systems and users.perations andents for ancillary the Univeristyo meet monthly reporting deadlines. te and accurate reporting surrounding receip
14. Supports the department on projects to implement new processes.
15. Other duties as assigned by the Manager, Reporting Services

**Education**

Honours University Degree in Business/E-Commerce (4 year)

**Experience Required**

1. Six months’ experience in a general computerized accounting environment with focus on accounting principles, creating journal entries and reconciliations.
2. Experience working with fund accounting or multiple departments is considered an asset.
3. Demonstrated experience in completing complex account reconciliations on a regular basis and the investigation of reconciling items.
4. Demonstrated experience in working with software tools to find efficiencies in processes analyzing large volumes of data.
5. Proficiency in Microsoft Office programs with advanced knowledge of Excel.
6. Ability to create documented procedures capable of permitting others to successfully execute the process with minimal supervision.
7. Strong customer service skills to communicate with internal and external clients.
8. Ability to follow documented procedures to complete processes with minimal supervision.
9. Ability to work with minimum supervision and as part of a team.

**Analytical Reasoning**

Has a solid understanding of Trent’s general ledgers and bank reconciliation process and policies to automate functions for the University. Demonstrates logical and critical thinking skills to determine the most appropriate solutions and has the ability to connect information from multiple sources. Example: Reviews the data export from Bank of Montreal to data export from the general ledger and develops a process for item comparison; identifying unmatched amounts for bank reconciliation. Accurately balances Bank of Montreal bank statement to Trent’s bank general ledgers.

**Decision Making**

Responsible for the design and accuracy of the processes and reports produced. Determines appropriate journal entries for banking and departmental reconciling items.

**Impact**

Errors in bank reconciliation processes and procedures will result in a greater amount of time required to reconcile bank accounts and may provide inaccurate monthly financial statements which are used for decision making and has a negative impact in the yearly audit. Errors in expense reporting may result in policy violations, higher expense costs and inaccurate financial reporting used by internal and external users for decision making.