**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:**  Senior Manager, Accounting Services

**Last Reviewed**: May 30, 2017

**Job Purpose**

Provides support to Senior Manager, Accounting Services: Interfaces monthly journal entries/online web payments/donations. Reconciles bank accounts, processes wire transfers, tracks returned bank items/tuition bill payments, maintains monthly statement mailing lists/mails monthly statements, and answers staff/faculty enquiries. Performs special tasks assigned by the Senior Manager, Accounting Services. Supports Financial Services staff in the interfacing and entering of various types of data in the Enterprise Resource Production environment and excel spreadsheets.

**Key Activities**

1. Reconciles the University's seven bank accounts, including the current account; updates Excel bank clearing deposit/journal entry files; prepares and interfaces journal entries after comparing to general ledger deposits. Checks general ledger entries against bank statements, clearing transaction suspense accounts to zero balance. Responsible for the investigation/documentation of reconciling items to present to a Manager to clear reconciling items. Reconciling bank accounts is part of the University's internal controls. Prepares journal entries for approval for banking and departmental entries.
2. Interfaces multiple monthly electronic journal entry files. Creates the interface entries to clear suspense accounts for online web payments to the General Ledger and deposits posted to clearing accounts for all cash receipt sessions. Transfers data files from the Advancement office to Colleague. Manually keys monthly journal entries not part of an interface posting process.
3. Processes wire transfer requests when required for payments domestically and internationally.
4. Updates Access account statement mailing list; prints and mails monthly operating, trust and external account statements. Assists internal and external users with queries on statements and transactions preparing correcting journal entries as necessary.
5. Supports Accounts Payable with data entry for payable vouchers and supports new initiatives to improve and automate processes in the Payables cycle. Supports the administration of the corporate travel card.

6. Prepares special reports for the Senior Manager of Accounting Services and the AVP of Financial Services analyzing data with the aid of Excel, Word, Colleague and Access to assist in reconciliations and decision making.

7. Supports the Managers in Accounting Services to perform detailed analysis on large volumes of data to identify errors and items requiring investigation and resolution.

8. Supports the department in creating and using on-line forms to simplify processes. Monitor the processes and document for systems and users

9. Supports the department on projects to implement new processes.

10. Ability to follow documented procedures to complete processes with minimal supervision.

**Analytical Reasoning**

*Indicate degree of complexity or difficulty of thinking and reasoning required by the job. Provide a relevant work example that is typical of roles and responsibilities of the job (i.e. not an occasional duty).*

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**

*Indicate the degree of freedom to exercise initiative or act independently in making day- to-day decisions. Provide a relevant work example that is typical of roles and responsibilities of the job (i.e. not an occasional duty).*

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

**Impact**

*Indicate the impact or consequence to the department or University of typical actions or decisions taken by the job incumbent. Provide a relevant work example that is typical of roles and responsibilities of the job (i.e. not an occasional duty).*

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.

**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.
2. Demonstrated experience in completing complex account reconciliations on a regular basis and the investigation of reconciling items.
3. Demonstrated experience in working with large volumes of data to use software tools to find efficiencies in processes
4. Proficiency in Microsoft Office programs with advanced knowledge of Excel – strong documentation skills.
5. Strong customer service skills to communicate with internal and external clients
6. Ability to work with minimum supervision and as part of a team.