**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Accounts Payable/Financial Services Clerk

**Job Number:** SO-279

**NOC:** 1431

**Band:** 5

**Department:** Financial Services

**Supervisor Title:** Senior Manager, Accounting Services

**Last Reviewed:** June 18, 2015

**Job Purpose**

Under the direction of the Senior Manager of Accounting Services, provides assistance and support for various positions in Accounting Services.

**Key Activities**

1. Provides support to the staff in Accounting Services to provide opportunities to implement new initiatives to better service the user group of the department without jeopardizing the level of service.
2. Responsible for reconciling VISA statements and inputting of vouchers. Provides assistance in processing transactions and reconciliations for the purchasing card program.
3. Acts as support to the Accounts Payable and Accounting Clerks as required during peak cycles and staff holidays inputting accounts payable vouchers, processing wire transfers for payments to vendors and processing cheque runs.
4. Provides assistance to Student Financial Services during peak cycles to enter departmental and student receipts, complete bank deposits and open mail to ensure funds are deposited to the bank on a timely basis.
5. Responsible for reconciling specified bank accounts, investigating reconciling items and following up with the bank, Accounts Receivable and the Development Office to resolve reconciling transactions. Accesses the Accounts Receivable/Payable system and reviews various types of reports as part the of reconciliation process. Responsible for investigating details of transactions to determine the necessary adjusting journal entries required and creating correcting journal entries for approval. On a monthly basis, completes reconciliations and journal entries to record reconciling items for review by the Manager of Restricted Funds and Accounting. This area is subject to external audit review.
6. Reconciles cheques in the Colleague database from banking reports on cashed cheques and reconciles the total cheques reconciled on a monthly basis.
7. Assists the external auditors in the retrieval of data for review and ensures the information is returned and re-filed appropriately.
8. Performs special tasks assigned by the Manager of Accounting Services or Supervisor of Restricted Funds and General Accounting.
9. AP-Process void/stop payment cheque requests.
10. Prepares journal entries, analysing account problems and preparing journal entries to adjust/correct problems on a timely basis.
11. Receives and processes all revenue on a daily basis; including processing post-dated cheques. Balances cash, prepares deposits for bank and files all corresponding reports. Departmental and electronic bank payments (excludes walk-in front counter service).
12. Prepares special reports for the Senior Manager of Accounting Services and he Director of Financial Services. Analyzes data with the aid of excel, word, Datatel and access to assist in clarification and decision making.

**Education**

Completion of a college diploma (2 year) with emphasis in accounting required.

**Experience Required**

* Two years accounting experience in a computerized accounting environment
* Proficiency in computer applications including Word, Excel and Access Database
* Time Management Skills – Organizing and prioritizing
* Ability to work in team environment
* Excellent attention to detail required
* Working knowledge of sales tax and the University tax application tables as they relate to
* purchasing and accounts payable activities
* Ability and exercise judgement to handle sensitive data with complete confidentiality
* Excellent communication skills
* Strong customer service focus
* Emphasis on computer data entry