**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Financial Services Clerk

**Job Number:** SO-456 | VIP: 1656

**NOC:** 1431

**Band:** 4

**Department:** Financial Services

**Supervisor Title:** Supervisor, Financial Services

**Last Reviewed:** April 29, 2021

**Job Purpose**

Under the direction of the -Supervisor, Financial 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 assisting with VISA reconciliations and creating of the VIA electronic file., 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, .
4. Assist with reconciles cheques in the Colleague database from banking reports on cashed cheques and reconciles the total cheques reconciled on a monthly basis.
5. Assists the external auditors in the retrieval of data for review and ensures the information is returned and re-filed appropriately.
6. Performs special tasks assigned by the Supervisor, Financial Services.
7. Reviews and approves Chrome River expense claims. To ensure the claim is within Trents policy. Directs any questions regarding: policy, taxes (self-assessment), account codes to either the Accounts Payable Advisor or Supervisor, Financial Services.
8. Under the direction of Accounts Payable Advisor and Supervisor, Financial Services work on Vendor Data base clean-up and archive any older vendors that are no longer being used.

**Education**

Completion of a college diploma (2 year) and /or related work experience in accounting

**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, prioritizing, able to work remotely
* 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, considered an asset
* Ability and exercise judgement to handle sensitive data with complete confidentiality
* Excellent communication skills
* Strong customer service focus
* Emphasis on computer data entry