

**Position Title :** Accounts Clerk I  
**Dept/Branch:** Finance Department  
**Reports to:** Chief Financial Officer  
**Position Supervises:** N/A

**Position #: A202- 16**

---

**I. Position Summary**

This position performs accounts payable, cash management, accounting and clerical tasks of a varied nature under the direction of the Chief Financial Officer. The work involves attention to details, mental concentration and requires mathematical skills as well as a good understanding of business matters.

The incumbent must possess the skills to effectively communicate with internal staff and external suppliers showing courtesy, interest and tact.

**II. Accountabilities**

**1. Invoice Preparation and Vendor Payments**

Organizes work to ensure suppliers are paid on a timely basis, the Accounts Clerk I:

Prepares invoices for payment, ensuring that payment has been authorized, that invoices are properly coded to the general ledger, and that returns and errors have been deducted from the invoice total.

Calculates GST refundable and codes for invoices.

Using Sage 300 Accounts Payable System, verifies, enters and posts invoices and manual cheque entries.

Prints and reviews accounts payable batches, manual batches and posting journals.

Ensures that monthly and quarterly suppliers (such as landlords) are paid at the appropriate time.

Checks invoices of selected vendors such as gas and freight for accuracy, ensuring waybills agree. Codes and enters for payment.

Sets up, deletes, and modifies vendors in A/P system.

Prints pre-cheque register and reviews prior to cheque runs.

Print cheques and signs cheques with cheque writers and obtains manual signatures where required.

Prepares cheques and support documents for mailing and distribution to suppliers. Attaches copies of cheques to authorized invoices and retains with cheque register pending review by senior management. After review, responds to any queries, files invoices and cheque copies into vendor file and files all applicable reports.

Reviews vendor statements and invoices, identifies any problems and communicates with the supplier and/or staff to resolve them. Keeps the Chief Financial Officer informed of significant issues.

Prepares list of outstanding invoices and compares total to general ledger control. Reports problem to supervisor.

Reconciles vendor accounts as required.

**2. U.S. Vendor Payments**

Communicates with the bank regarding foreign exchange.

Converts foreign currency to Canadian dollars. Prepares foreign currency cheques and the necessary journal entry for payment to foreign suppliers.

Updates Acquisition Department as to current exchange rate.

**3. Cash Management**

Arranges stop payments with the bank and prepares the necessary accounting entries.

Counts, verifies, receipts and records in accounting system, cash/Interac from branch operations and prepares bank deposits, ensuring cash/Interac reconciles with receipts.

Issues charitable tax receipts.

Takes deposits to the bank.

Pays out petty cash to staff, as required.

**4. Year-End Closing**

Performs year-end closing procedure. Runs and prepares year-end reports.

Supplies auditors with information during their audits.

**5. Tax Assessment**

Each quarter, reviews all vendor payments to identify provincial taxes which were not assessed but should be paid. Prepares listing of taxes owing to the Provincial Government.

**6. Financial Information Act**

Reviews annually the accounts payable records to identify the information necessary for Financial Information Act reports. Prepares the draft reports for review by the Chief Financial Officer.

**7. Procedures**

Provides inputs and suggested solutions in the development and documentation of financial procedures.

**8. Mail and Filing**

Opens, sorts and files incoming Accounts Department mails, including invoices, cheques, statements and correspondence.

**9. Reporting**

Prepares and maintains reports, using spreadsheet, word processing, or database as requested by the Chief Financial Officer.

**10. Other**

Prepares staff accounts receivables for telephone charges and collect payments. Occasionally, assists Accounts Clerk II with other staff receivables and other general receivables.

In the absence of the Office Clerk, mails cheques using the mail machine.

**III. Working Conditions**

Works in shared office environment; frequent use of computers; has contacts with employees throughout the system and external vendors.

**IV. Job Specification**

**a. Education**

Grade 12 or equivalent, and Completion of Level 2 prerequisite for the C.M.A. designation program or equivalent.

**b. Related Experience**

Minimum 3 years' experience in an accounting/accounts payable environment.

**c. Other Requirements:**

- . Keyboarding skills minimum 50 wpm
- . Demonstrated knowledge of accounting systems, codes and procedures.
- . Aptitude for meticulous details and mathematical calculations.
- . Demonstrated ability to operate business machines, including calculators, cheque signing machine, and mail machine.
- . Demonstrated knowledge of PCS, including word-processing and spreadsheet programs.
- . Considerable knowledge of Sage 300 Payable System.
- . Bondable.
- . Possesses the skills to effectively communicate both verbally and in writing with suppliers and others showing courtesy, interest and tact.
- . Ability to exercise business judgement and handle normal problems independently, ascertaining which decision and information need to be brought to the attention of the Chief Financial Officer.
- . Ability to handle sensitive information with discretion
- . Valid BC Driver's License

**Drafted by:**

Carla Phillips, Director of Human Resources \_\_\_\_\_

Date: \_\_\_\_\_

**Approved by:**

Stephanie Hall, Chief Executive Officer \_\_\_\_\_

Date \_\_\_\_\_

**INPUT PROVIDED BY:**

Name	Position	Location
Don Nettleton	Chief Financial Officer	Headquarters
Shelley Mills	Accounts Clerk I	Headquarters