

- (5) Assists in preparation of post annual estimates and maintains records of expenditures on post budget and other spending authorities by: 10%
- providing figures re costs from all Reporting Objects and advising of increased costs due to inflation etc.,
  - maintaining monthly records of expenditures against line objects,
  - maintaining records of expenditures re authorities.
- (6) Provides accounting services to post by: 10%
- recording all disbursements,
  - obtaining all vouchers and other documentation,
  - obtaining all bank documents,
  - preparing and finalizing financial statements,
  - balancing accounts with bank statements,
  - collating amounts, obtaining signatures and forwarding to Ottawa within prescribed time limits.
- (7) Maintains relations with bank: 5%
- by telephone or preparation of letter signed by Office Manger.

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 INCUMBENT

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 SUPERVISOR

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 DATE

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 DATE