

- bringing to attention of the Office Manager any discrepancies,
- collecting rent and utility shares and arranging deposit,
- settling travel expense claims,
- completing voucher EXT 289 and writing cheques outlining necessary signatures,
- ensuring proper distribution of cheques,
- controlling petty cash disbursements and maintaining records,
- receiving all revenues and issuing official receipts,
- answering auditors observations.

(3) Prepares monthly financial statements by: 15%

- keeping records of expenditures against post budget,
- calculating differences between total to date and total previous month to achieve total paid in current month,
- keeping records of receipts and disbursements and working balance in account at all times,
- preparing paylists on local staff on a monthly basis, obtaining signatures of receipt of all staff, forwarding amended EXT 208 to Ottawa if pay changes.

(4) Provides financial services to the post by: 15%

- examining estimate of funds requirement for withdrawal against letter of credit,
- preparing demand notes for the bank for funds against official letter of credit and maintaining record of drawings,
- preparing request for telegraphic transfer of funds when required,
- arranging for deposit of all official funds for transmission to Ottawa,
- providing other financial services to post.