BENCH	MARK POSITION NUMBER: 9	CLASSIFICATION LEVEL: 4
SECTI	ION TITLE: ADMINISTRATION	EFFECTIVE DATE:
POSIT	TION TITLE: ACCOUNTING CLERK	SUPERVISOR'S TITLE:
POSITION NUMBER: SUPER		SUPERVISOR'S LEVEL:
SUMMA	ARY	
offic finar	r the supervision of the accountant, the manager, maintains the official post ncial statements, records and reports i lations and procedures; and performs ot	accounts; prepares monthly n accordance with departmental
DUTIE	<u>ES</u>	% OF TIME
(1)	Maintains the official post accounts b	<u>y</u> : 55%
	- calculating and reconciling financia	1 transactions,
	- posting financial transactions to re	levant records,
	- contacting suppliers to resolve probinvoices and receipts on instruction	
	- preparing cheques for issue to suppl	iers,
:	- preparing official receipts for all received,	official funds
	- going to the bank when required for withdrawing official funds.	depositing and
	Prepares regular financial statements, in accordance with departmental regula by:	records and reports 40% tions and procedures
	<ul> <li>keeping records of expenditures agai other spending authorities,</li> </ul>	nst Post Budget and
	- calculating difference between total previous month to achieve total paid	
	- keeping record of receipts and disbu of funds on hand in the accounts at	