

BENCHMARK POSITION NUMBER: 11 CLASSIFICATION LEVEL: 5  
SECTION TITLE: ADMINISTRATION EFFECTIVE DATE: \_\_\_\_\_  
POSITION TITLE: ACCOUNTANT SUPERVISOR'S TITLE: \_\_\_\_\_  
POSITION NUMBER: \_\_\_\_\_ SUPERVISOR'S LEVEL: \_\_\_\_\_

SUMMARY

Under the supervision of the Office Manager, maintains the official post accounts; prepares monthly financial statements; assists in preparation of post annual budget and keeps records of expenditure on post budget; provides financial service to the post; receives and deposits all public funds; preaudits and prepares payment for goods and services; provides accounting service to post, maintains relations with bank.

DUTIES% OF TIME

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| (1) <u>Maintains official Post accounts by:</u>                                                                                                                                                                                                                                                                                                                                                   | 25% |
| <ul style="list-style-type: none"> <li>- calculating and reconciling financial transactions,</li> <li>- posting financial transactions to relevant records,</li> <li>- contacting suppliers re problems with invoices or lack of receipts,</li> <li>- preparing cheques for issue to suppliers,</li> <li>- preparing official receipts.</li> </ul>                                                |     |
| (2) <u>Preaudits and prepares payment for goods and services provided the post by:</u>                                                                                                                                                                                                                                                                                                            | 20% |
| <ul style="list-style-type: none"> <li>- receiving and checking all invoices ensuring: <ul style="list-style-type: none"> <li>- proper supporting documentation,</li> <li>- goods or services rendered,</li> <li>- invoice reflects goods or services clearly,</li> <li>- invoice is accurate re calculations,</li> <li>- amount is in accordance with original agreement.</li> </ul> </li> </ul> |     |