

- a) interpret the pertinent legislation, regulations and TB directives and guidelines;
- b) advise managers with regard to spending and payment authorities;
- c) prepare financial authorities documents for signature;
- d) maintain and up-date the schedule of official signing authorities;
- x e) analyse and compile data for the preparation of Public Accounts;
- f) prepare replies to questions and correspondence of a financial nature;
- g) advise managers on financial authorities, procedures and contracts; and
- h) prepare and review TB submissions.

6. The Accounting Operations Section is tasked to:

- a) monitor the funds approved by TB;
- x b) control accounting operations, systems, procedures, financial commitments and section 25 signing authorities;
- x c) maintain detailed records of revenues, expenses, balances, commitments and accounts receivable for the Department;
- x d) reconcile departmental accounts with the Government of Canada Banking and Accounting Branch (DSS);
- x e) prepare reports on cash forecasting for the Department of Finance;
- x f) prepare the financial reports for the Department;
- x g) operate the automated accounting data system of the Department (DEC 20);
- h) supervise the work of the system operators;
- i) control the re-entry of data initially rejected by the financial management system;
- j) check the creation of magnetic tapes for the transfer of data from the FMS to the Departmental Reporting System (DRS) of Supply and Services Canada;
- x k) administer the revenues and accounts receivable of the Department;
- x l) control and transfer funds received on behalf of other Departments;
- x m) issue and control loans, advances and other payments in accordance with entitlements;
- n) receive and deposit amounts received as a result of all transactions;
- o) administer requisition and payment of Foreign Service allowances;
- p) process personal cheques from Post personnel;
- q) transfer personal funds from Posts;
- r) issue salary advances as required;
- s) carry out liaison with the section responsible for the management of the DEC 20; and
- t) provide data for the preparation of the divisional budget.