

BENCHMARK POSITION NUMBER: 15 CLASSIFICATION LEVEL: 6
SECTION TITLE: ADMINISTRATION EFFECTIVE DATE: _____
POSITION TITLE: ACCOUNTANT/ADMIN. ASST. SUPERVISOR'S TITLE: _____
POSITION NUMBER: _____ SUPERVISOR'S LEVEL: _____

SUMMARY

Under the general supervision of the Office Manager, pre-audits and prepares the payment for all goods and services provided to the Post; assists in the preparation of the Post Annual Estimates and keeps records of expenditures on the Post Budget and other spending authorities; provides accounting services to the Post as required by the Financial Management Regulations; provides financial services to the Post; clears all incoming and outgoing shipments; maintains working relations with the appropriate bank personnel and liaison with representatives of the local government, as instructed by the supervisor; assists in providing material services for the Post; performs other duties.

DUTIES% OF TIME

- (1) Pre-audits and prepares the payment for all goods and services provided to the Post by: 45%
- receiving and checking all invoices and bills for payment and supporting documentation to ensure that goods or services have been received as specified, that the invoice describes the goods or service clearly and completely, and that the amount of the invoice is in accordance with the original agreement,
 - bringing to the attention of the responsible officer any discrepancies or inaccuracies on invoices or goods and services received and obtaining clarification of invoices as indicated,
 - calculating all locally-engaged staff salaries and overtime entitlements, preparing paylists for the local staff on a monthly basis and obtaining signature of receipt from each employee, and completing and forwarding a copy of form EXT 208 to reflect all pay changes for local employees to Headquarters,
 - collecting rent and utility shares from employees,
 - settling travel expense claims,