

34.

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

- (1) Maintains official Post accounts by: 25%
- calculating and reconciling financial transactions,
  - posting financial transactions to relevant records,
  - contacting suppliers re problems with invoices or lack of receipts,
  - preparing cheques for issue to suppliers,
  - preparing official receipts.
- (2) Preaudits and prepares payment for goods and services provided the post by: 20%
- receiving and checking all invoices ensuring:
    - proper supporting documentation,
    - goods or services rendered,
    - invoice reflects goods or services clearly,
    - invoice is accurate re calculations,
    - amount is in accordance with original agreement.