

BENCHMARK POSITION NUMBER: 9 CLASSIFICATION LEVEL: 4
SECTION TITLE: ADMINISTRATION EFFECTIVE DATE: _____
POSITION TITLE: ACCOUNTING CLERK SUPERVISOR'S TITLE: _____
POSITION NUMBER: _____ SUPERVISOR'S LEVEL: _____

SUMMARY

Under the supervision of the accountant, the administrative officer or the office manager, maintains the official post accounts; prepares monthly financial statements; records and reports in accordance with departmental regulations and procedures; and performs other duties.

DUTIES% OF TIME

- (1) Maintains the official post accounts by: 55%
- calculating and reconciling financial transactions,
 - posting financial transactions to relevant records,
 - contacting suppliers to resolve problems concerning invoices and receipts on instruction from supervisor,
 - preparing cheques for issue to suppliers,
 - preparing official receipts for all official funds received,
 - going to the bank when required for depositing and withdrawing official funds.
- (2) Prepares regular financial statements, records and reports in accordance with departmental regulations and procedures by: 40%
- keeping records of expenditures against Post Budget and other spending authorities,
 - calculating difference between total to date and total for previous month to achieve total paid in current month,
 - keeping record of receipts and disbursements and balance of funds on hand in the accounts at all times,