

Job Description

POSITION:	Finance Clerk – AP
ACCOUNTABILITY:	Accounting Manager
CLASSIFICATION:	Full-time
DATE APPROVED:	May 27, 2014

JOB PURPOSE

Reporting to the Accounting Manager, the Finance Clerk is responsible for providing accounting support in the Finance Department through the processing and completion of accounts payable. The Finance Clerk is responsible for maintaining the general ledger, preparing various financial statements and tracking Children’s Special Allowances. This position will respond to vendor inquiries concerning invoice payments and assist in the month-end processing of accounts.

KEY JOB FUNCTIONS

Accounts Payable:

Ensure accounts are paid following Generally Accepted Accounting Principles and finance policies and procedures.

- Review invoices, purchase orders, accounts payable and VISA statements to verify amounts
- Prepare cheque requisitions for appropriate approval
- Receive, verify, log and enter invoices and requisitions for goods, services and staff expenses
- Verify that transactions comply with financial policies and procedures
- Prepare batches of invoices for data entry
- Maintain listing of accounts payable, vendor files and general ledger
- Process Days in Care payments for Alternative Care Resources
- Prepare Bank Deposits

Administration & Reporting:

Complete administrative duties and adhere to Agency policies, procedures and relevant practices.

- Maintain effective filing system
- Prepare new finance forms as required
- Prepare financial statements, general ledger reports and other financial reports
- Track and monitor Children’s Special Allowances, Ontario Child Benefit Equivalent Pooled Funds, Continued Care and Support for Youth allowances for Children and Youth in Care
- Admit and discharge health benefits for Children and Youth in care with appropriate Benefit Company
- Assist with opening and closing new and year-end accounts
- Perform clerical duties including photocopying, faxing, and preparing letters and documents
- Ensure confidentiality and safekeeping of all Agency documents and records
- Develop and maintain accurate, up-to-date and concise work files
- Work in compliance with Occupational Health and Safety Act and any other relevant legislation
- Prepare and submit monthly reports, attendance records and travel expense claims
- Follow the Agency’s human resources, finance and other policies and procedures in the performance of duties

Other Duties:

- Other duties as required and assigned
- Some duties may be realigned to ensure proper control and segregation of duties
- Some duties may be temporarily and periodically realigned to allow backup of other positions

QUALIFICATIONS

Minimum Education

- Diploma in Accounting or Business Administration field

Minimum Experience

- Two (2) years' experience in accounting working with Sage Accpac Software

Knowledge Requirements

- Knowledge of Nogdawindamin programs and services
- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Knowledge of Generally Accepted Accounting Principles

Special Skills

- Excellent organizational skills
- Excellent problem solving and analytical skills
- Excellent oral and written communication skills
- Excellent time management skills
- Excellent computer skills with MS Office software and Sage Accpac software
- Ability to attend to detail
- Ability to take initiative and work independently
- Ability to work within a team environment
- Ability to meet deadlines
- Ability to adapt to change
- Ability to work in a fast-paced environment
- Ability to work with confidential and sensitive information
- Ability to understand and speak Anishnaabemowin is a definite asset

Other Requirements

- Must provide a clear Police Records Check with Vulnerable Sector Check
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel

WORK SITE LOCATION

The position will be based out of the head office in Batchewana First Nation.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this job, the Finance Clerk will typically be in an office setting. The Finance Clerk is frequently required to operate a computer, file and retrieve written documents, and work overtime when required. The physical demands include, but are not limited to, standing, sitting, walking, lifting, carrying, reaching, handling, kneeling, crouching and bending.

Accounting positions can be mentally challenging. As a result, this position is more mentally challenging than physically challenging. There will be extended periods of sitting required when performing administrative tasks and while attending meetings.

Non-physical demands include a work environment where the noise level is usually quiet to moderate, but may be loud on occasion. The nature of the position may expose the Finance Clerk to moderate levels of tension when dealing with financial issues. The level of tension is usually moderate, with high levels of tension occurring occasionally.

TECHNOLOGY & EQUIPMENT

Computer, photocopier, telephone, fax machine and adding machine

SUPERVISORY RESPONSIBILITY

The position is not required to supervise any staff.

KEY RELATIONSHIPS

Internal

The position requires interaction with the Accounting Manager, Director of Finance, Finance Clerks, co-workers and other staff.

External

The Finance Clerk will interact with banking institutions, the audit firm, vendors, government departments and other agencies.

DISCLAIMER

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Additional duties may be assigned. Nogdawindamin Family and Community Services reserves the right to modify job duties or the job description at any time.

SIGNATURE

This is to acknowledge that I have received a copy of this job description and understand its contents.

Signature of Employee

Date