

**Job Class Profile:          Accounting Clerk I****Pay Level:                      CG-25                      Point Band:                      456-489**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	4	3	2	3	2	2	3	1	2	
Points	187	50	13	14	60	43	62	21	21	471

**JOB SUMMARY**

The Accounting Clerk I performs accounting technical work, within generally accepted accounting principles, for a specific organization.

**Key and Periodic Activities**

- Maintains an Aged Trial Balance to ensure customers/clients are adhering to agreed upon payment terms, follows up on collections for overdue accounts and maintains database for delinquent accounts.
- Processes vendor invoices for payment.
- Reviews and verifies all claims/cheque requests ensuring all claims have the proper authorization.
- Calculates mileage sheets for staff that receive a car allowance as a condition of employment.
- Enters cash receipts and wire transfers and posts to accounts.
- Responds to vendor inquiries via telephone or email on the payment status of invoices.
- Prepares various monthly, quarterly and year end reports.

**SKILL****Knowledge****General and Specific Knowledge:**

- Knowledge of Generally Accepted Accounting Procedures
- Knowledge of various of related business application software

**Formal Education and/or Certification(s):**

- Minimum: 2 to 3 year post secondary diploma, such as Business Administration.

**Years of Experience:**

- Minimum: 1 to 2 years of related experience.

**Competencies:**

- Ability to work independently.

**Interpersonal Skills**

- A range of interpersonal skills are used to listen to information, ask questions, provide routine information, and gain the cooperation of others to complete work. May be required to resolve disputes regarding invoices.
- Communication occurs with employees in the immediate work area, Department, members of the general public, supervisors and suppliers/contractors. There is some interaction with sales representatives, students/trainees, government representatives, professional advisors and professional associations.
- Most significant contacts are Supervisor/Manager, employees and co-workers. Interactions include listening to gather information, seek approvals, provide guidance on claims such as travel and answer general enquiries.

## EFFORT

### Physical Effort

- Work demands do not result in considerable fatigue requiring periods of rest. Work provides the opportunity to stand and walk within the office environment.
- Occasionally required to lift files, supplies, etc., weighing less than 10 lbs. and to bend, stretch, etc., to retrieve and return files.
- Constantly required to perform fine finger/precision work while sitting and using a computer mouse.

### Concentration

- **Visual** concentration is constant and include inputting data/information into a computer (i.e. spreadsheets, database), and reading and responding to emails/written inquiries.
- **Auditory** concentration includes listening to requests via telephone, gathering information regarding invoices, and listening to fellow employees to complete tasks.
- Concentration effort includes entering precise data into reports/spreadsheets, ensuring payments are processed correctly/timely and producing reports, analysing accounts and auditing account records and reviewing assessments.
- Work may be subject to **interruptions and multiple time pressures/deadlines** when receiving requests for information from vendors, completing monthly reports, or paying invoices that are past due.
- **Exact results and precision** are required when preparing calculations, inputting data, receipting cash and conducting sales audit.

### Complexity

- Work typically involves tasks that are similar and require similar knowledge and skills.
- Problems tend to have obvious solutions, or can be solved by following procedures and guidelines.
- The most typical challenge or problem tends to involve incorrect information on invoices, untimely or incorrect information, and not having proper authorization for invoices/payment.
- Co-workers, supervisor and managers provide advice on solving issues. Guidelines, procedures and directives are also available.

## RESPONSIBILITY

<b>Accountability and Decision-Making</b>
<ul style="list-style-type: none"> <li>— Work tasks and activities are generally prescribed and controlled. Checks &amp; balances and appropriate levels of approvals are established. Controls within the work are consistent with generally acceptable accounting principles and policies.</li> <li>— Decisions can be made on making small purchases such as office supplies and distributing stock items.</li> <li>— Some independence is exercised when processing accounts receivable/payables and trust accounts, where applicable, but supervisory approval is required for large purchases, reconciliations of trust accounts, audits, and refunds.</li> </ul>
<b>Impact</b>
<ul style="list-style-type: none"> <li>— Impacts generally affect immediate work area, the department, customers/clients/general public.</li> <li>— Work activities impact information, processes and systems, information, finances and corporate image. The most significant impact would be on clients/customers and finances as a result of payments.</li> <li>— Inaccurate information when processing payments could negatively impact clients.</li> <li>— Generally accepted accounting principles as well as departmental policies and procedures are in place to mitigate the impact of errors.</li> </ul>
<b>Development and Leadership of Others</b>
<ul style="list-style-type: none"> <li>— Not directly responsible for the supervision of staff.</li> <li>— May be required to perform some development and leadership activities such as providing occasional advice and guidance in the maintenance of accounting records.</li> </ul>

## WORKING CONDITIONS

<b>Environmental Working Conditions</b>
<ul style="list-style-type: none"> <li>— No requirement to take any special precautions or wear safety equipment.</li> <li>— There is a limited likelihood of minor cuts, bruises, abrasions or minor illnesses.</li> <li>— Work is performed in an office or open environment where employees may occasionally experience unusual/distracting noise, glare from computer monitors and lack of privacy.</li> </ul>