
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Clerical

Class Series: Finance

Grid: 22

Class Title: Clerk V, Accounting

I. Level Definition

Positions at this level supervise three to ten clerical employees and/or assist with the preparation of financial statements, government reports and reports to auditors and/or reconcile special purpose bank accounts.

II. Typical Duties

1. Supervises three to ten clerical employees by performing duties such as scheduling and co-ordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
2. Assist with the preparation of financial statements, government reports and reports to auditors by preparing documentation such as general ledger trial balances, year-end working papers and supporting schedules.
3. Reconciles special purpose bank accounts such as payroll.
4. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12, successful completion of a recognized accounting course and three years' recent related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to keyboard.
- (ii) Ability to communicate effectively both verbally and in writing.
- (iii) Ability to deal with others effectively.
- (iv) Physical ability to carry out the duties of the position.
- (v) Ability to supervise.
- (vi) Ability to organize work.
- (vii) Ability to operate related equipment.