

---

## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

---

**Job Family:** Clerical

**Class Series:** Finance

**Grid:** 24

**Class Title:** Clerk VI, Accounting

### **I. Level Definition**

Positions at this level supervise more than ten designated employees and/or perform accounting duties such as financial statement preparation and complex reconciliations for approval.

### **II. Typical Duties**

1. Supervises more than ten designated employees by performing duties such as scheduling and coordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
2. Prepares or ensures preparation of documentation such as general ledger trial balances, year-end working papers and supporting schedules such as depreciation schedules; from this documentation completes the facility financial statements such as HIA 35B and HIA 35C and prepares reports for government and auditors for approval.
3. Prepares complex reconciliations such as reconciliation of the general ledger and of the capital fund account ledgers and of the general bank account statements.
4. Recommends changes to accounting procedures such as method of recording prepayments, accruals and depreciation and implements as approved.
5. Performs other related duties as assigned.

### **III. Qualifications**

#### **(1) Education, Training and Experience**

Grade 12, completion of two years of the CMA or CGA program and four years' recent related experience or an equivalent combination of education, training and experience.

#### **(2) Skills and Abilities**

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