

CLASSIFICATION GRID: 2

BENCHMARK TITLE: FINANCIAL CLERK 1

BENCHMARK NUMBER: 80760

JOB FAMILY: ADMINISTRATIVE SERVICES

SCOPE AND LEVEL DEFINITION

Performs general duties related to one of more of the following areas: payroll, accounts receivable, billing, and/or accounts payable, such as entering and updating records, verifying information, and matching documents.

TYPICAL FUNCTIONS AND RESPONSIBILITIES

1. Processes financial information such as payroll, accounts receivable, billing, and/or accounts payable, by performing duties such as entering and updating records using a computerized system, calculating client billing totals, matching documents such as invoices to purchase orders, preparing invoices and receipts, verifying information such as quantities and prices, and preparing payments.
2. Maintains records, gathers and compiles information and documents such as data required for budget preparation and lists of overdue accounts, and sends out reminders as directed.
3. Completes and processes forms such as Superannuation refund, pension, status change, and benefit remittance forms.
4. Answers general inquiries by telephone and in person. Refers complex problems to supervisor.
5. Verifies information related to payroll, including checking employee timesheet calculations, verifying client hours, and ensuring that timesheets have appropriate signatures as required. Identifies and resolves related discrepancies such as errors in timesheet calculations and identifying information, and refers complex problems to supervisor.
6. Performs routine cash management duties such as receiving, recording, and issuing receipts for payments, balancing cash transactions, preparing and making bank deposits, reconciling bank statements, and maintaining and balancing petty cash accounts.
7. Performs administrative support duties such as sorting and distributing mail, filing, data entry, photocopying, and answering telephones.
8. Performs other related duties as assigned.

QUALIFICATIONS

Typical Education, Training, and Experience

- Grade 12
- Completion of an introductory accounting course
- Recent, related experience of one year
Or an equivalent combination of education, training, and experience
Or other Qualifications determined to be reasonable and relevant to the level of work

Typical Skills and Abilities

- Ability to communicate effectively, both verbally and in writing
- Physical ability to carry out the duties of the position
- Ability to work independently and in cooperation with others
- Ability to operate related equipment
- Ability to organize and prioritize
- Ability to type at 50 wpm
- Knowledge of Business English
- Knowledge of general office procedures
- Ability to analyze and resolve problems
- Ability to do mathematical and financial calculations
- Knowledge of practices and procedures related to accounts receivable, accounts payable, and payroll