

CLASSIFICATION GRID: 10

BENCHMARK TITLE: FINANCIAL CLERK 2

BENCHMARK NUMBER: 80770

JOB FAMILY: ADMINISTRATIVE SERVICES

**SCOPE AND LEVEL DEFINITION**

Performs complex duties related to one or more of the following areas: payroll, accounts receivable, billing, and/or accounts payable, such as posting to general ledger and reconciliations, and may supervise staff.

**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, posting accounts payable entries to the general ledger, completing trial balances, following up on overdue accounts and making decisions regarding related action. Identifies reasons for discrepancies, and takes corrective action.
2. Supervises staff by performing duties such as assigning work, providing feedback and evaluation, determining training requirements, orienting new staff, and maintaining timekeeping and attendance records. Resolves staffing problems, including calling in staff to ensure appropriate staffing levels.
3. Maintains records and compiles information including preparing records of employment and WCB employer claim forms. Performs analyses and summaries such as calculating retroactive payments and entitlements and preparing salary costing projections. Assists with the preparation of financial statements and annual T-4 slips, and collects information required for budgets and audits.
4. Answers inquiries by telephone and in person. Identifies problems and takes corrective action.
5. Performs payroll duties such as reconciling payroll deductions, balancing billing hours to payroll hours paid, and verifying payroll information. Investigates and resolves discrepancies, and follows up on problems.
6. Performs cash management duties such as receiving, recording, and balancing cash transactions, preparing and making bank deposits, reconciling bank statements, and maintaining and balancing petty cash accounts.
7. Monitors employee eligibility for benefits, provides benefit information to employees, enrolls employees into benefit plans, and processes employee health benefit claim forms.
8. Performs other related duties as assigned.

QUALIFICATIONS

Typical Education, Training, and Experience

- Accounting Certificate
- Recent, related experience of two years  
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
- Business writing skills
- 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 accounting and payroll
- Ability to supervise