

NORTH EAST SCHOOL DIVISION # 200



JOB DESCRIPTION

POSITION TITLE: Accounting Data Entry Clerk

REPORTS TO: **Directly: Supervisor of Financial Services**
Indirectly: Superintendent of Business Administration

Purpose:

Under the supervision of the Supervisor of Financial Services, the Accounting Data Entry Clerk assists the accounting department with data entry, processing of accounts payable and accounts receivable.

Required Education, Knowledge, Qualifications and Experience:

- Minimum Grade 12 diploma from a recognized educational institution as approved by the Board of Education or General Educational Development (GED) is required.
-
- Knowledge of basic accounting principles and practices.
- Strong knowledge of MS Office coupled with proficiency in the operation of computers, and additional software comparable to those currently used in the school division.
- Minimum keyboarding speed of 50 wpm.

Required Skills and Abilities:

- Ability to prioritize multiple demands and effectively manage time.
- Good interpersonal and communication skills.
- Present a positive and professional approach.
- Demonstrated ability with accounting and spreadsheet software.
- Ability to perform meticulous and accurate data entry.
- Ability to work as a team player or independently with minimal supervision.
- Demonstrated ability to be flexible and adaptable
- Accurate filing and proofreading skills.

Supervision of Staff:

This position does not involve the supervision of staff.

Duties and Responsibilities:

Without restricting the generality of the general description above, the Accounting Data Entry Clerk shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Input invoices into the accounts payable accounting software and post invoices after reviewing edit report.
- Assist in the monthly reconciliation of vendor statements of account, including follow-up of outstanding items where required.
- Assist in entry of monthly bank deposits and transfers between division accounts.
- Assist in follow-up of outstanding purchase orders and invoices
- Assist the Accounting Clerks in the following: process expense claims for payment, prepare manual cheques when required, processing data entry for US invoices, preparation and payment of Purchase Orders, assembly of weekly cheque runs, ensuring that invoices match cheques and

are properly authorized, preparation of cheques for signing, posting all entries, and performing month end procedures when required.

- Assist the Administrative Assistant by preparing outgoing mail, opening and sorting incoming mail as required.
- Assist in preparation of reports on annual basis i.e. charity returns, public accounts information pertaining to Board of Education, as well as expenditures over \$10,000.00 for all vendors.
- Assist in year-end account reconciliation, including preparing and posting approved adjusting journal entries and closing entries.
- Be knowledgeable about and supportive of all NESD administrative procedures and directives
- Conduct oneself in a manner appropriate to an educational institution that provides services to children.
- Perform other duties as may be required or assigned by the Supervisor of Financial Services

Judgment, Independence and Client Contact:

Confidentiality:

At no time should the Accounting Data Entry Clerk discuss in public information pertaining to anyone in the school division. The employee is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct.

Independence:

The employee is expected to work independently and as a team member of the assigned Department, the schools and the division office as required.

Client/Peer Contact

This employee works collegially with school staff, school-based administration and other division based staff. Contact with other employees and outside agencies is regular and frequent.

Responsibility for Quality of Assigned Work:

The employee is under supervision and is responsible for the quality of the work and is expected to seek clarification and direction on any matters of concern.

Salary Grid:

The salary grid for the Accounting Data Entry Clerk is tied to the following grid:

Accounting or Payroll Data Clerk Salary Grid 1

Approved By:	Dean Biesenthal, Supt of Human Resources
Date Approved:	Nov 2012
Reviewed:	