

## FINANCE CLERK JOB DESCRIPTION

	<b>Department</b>	<b>Administration</b>
	<b>Immediate Supervisor</b>	<b>Finance Officer</b>
	<b>Location</b>	<b>Wikwemikong-Main Office</b>
	<b>Salary Range</b>	<b>To be determined</b>

### General Description

The Finance Clerk is responsible for providing financial, administrative and clerical services in order to ensure effective, efficient and accurate financial and administrative operations. The Finance Clerk must comply with the Generally Accepted Accounting Principles and Kina Gbezhgomi Child and Family Service financial and personnel policies and procedures.

### Job Purpose

The Finance Clerk reports to the Finance Officer and is responsible for providing financial, administrative and clerical services. This includes processing and monitoring payments and expenditures, processing and monitoring receipts and revenues, and preparing and monitoring the payroll system. Providing these services in an effective and efficient manner will ensure that agency finances are accurate and up to date, that staff are paid in a timely and appropriate manner and that vendors and suppliers are paid within established time limits.

### Primary Responsibilities and Duties

1. Perform the day to day processing of financial transactions to ensure that agency finances are maintained in an effective, up to date and accurate manner

### Main Activities:

- Receive and verify invoices and requisitions for goods and services
- Verify that transactions comply with financial policies and procedures
- Prepare, verify, and process invoices and coding payment documents
- Prepare batches of invoices for data entry
- Data enter invoices for payment
- Process backup reports after data entry
- Manage the weekly cheque run
- Record all cheques
- Prepare vendor cheques for mailing
- List all vendor cheques in the log book
- Prepare manual cheques as and when required
- Maintain listing of accounts receivable and payable
- Maintain the general ledger
- Maintain updated vendor files and file numbers
- Maintain updated Revenue Source files and file numbers
- Maintain all Foster Parent Reimbursement forms and files
- Print and distribute monthly financial reports

2. Complete casual payroll functions in order to ensure casual staff are paid in an accurate and timely manner

**Main Activities:**

- Establish and maintain confidential casual employee files, in conjunction with HR department personnel;
- Process T-4 forms
- Calculate salaries and benefits
- Verify pay amounts, hours of work, deductions, etc.
- Verify coding and obtain signatures
- Batch paysheets for data entry
- Data enter of payroll information
- Log in and distribute pay cheques
- Prepare and remit source deductions and payroll tax
- Prepare and remit WSIB remittances
- Prepare Records of Employment (ROE)

3. Provide administrative support in order to ensure effective and efficient office operations

**Main Activities:**

- Ensure that all cheques are endorsed by authorized signatories
- Monitor and order office supplies
- Prepare purchase orders for signature by authorized signatories
- Prepare travel and accommodation bookings and travel advances for staff
- Review and verify travel claims
- Reconcile travel advances with travel claims
- Maintain a filing system for all financial documents
- Ensure the confidentiality and security of all financial and employee files
- Assist with the completion of monthly bank reconciliations
- Maintain an up to date asset listing of agency owned equipment and furnishings
- Assist with booking and maintenance of agency vehicles
- Completion of monthly and quarterly Activity Reports

4. Perform other related duties as required

**Qualifications**

***Education***

- GED – High School Diploma

***Work Experience***

- Must have at least two (2) years of recent and successful employment experience within an office administration environment with exposure to financial processes and procedures

### ***Knowledge, skills and abilities***

- Knowledge of office administration and basic bookkeeping procedures
- Knowledge of accounts payable, accounts receivable and maintaining general ledgers
- Knowledge of payroll functions and procedures ability to maintain a high level of accuracy in preparing and entering financial and payroll information
- Confidentiality concerning financial and employee files
- Awareness of Generally Accepted Accounting Principles (GAAP) and Employment Standards Act (2000)
- Awareness of Aboriginal Child Welfare sector is preferred
- Knowledge of the Kina Gbezhgomi Programs & Services and Personnel Policies and Procedures
- Excellent interpersonal, team building, bookkeeping, analytical, time management and problem solving skills
- Effective verbal and listening, communications, organizational, and computer skills including the ability to operate computerized accounting, spreadsheet and word processing programs, and email at a highly proficient level
- Superior financial calculation understanding, knowledge and skills
- Understanding and awareness of a First Nations employment environment, including knowledge of KGCFs member First Nation communities as well as the local customs and tradition
- Ability to work well with other managers from a wide range of department areas
- Ability to work flexible hours as required
- Must possess a valid driver's license, access to a vehicle, and be willing to travel
- Must provide a clear Criminal Records Check and Driver's Abstract; and
- Ability to speak Anishinabemowin is preferred and is a definite asset.

### ***Proficiency in the use of computer programs for:***

- Word processing – MS Word, Power Point, Publisher
- Databases
- Spreadsheets – MS Excel
- E-mail - MS Outlook
- Acc Pac and/or Frontline – Finance module experience would be an asset

### **Working Conditions**

- Finance Clerk works in an office environment
- Finance Clerk works a standard work week of 35 hours per week; however, the ability to work flexible hours may be required. The position may require working some overtime hours to attend meetings of the Board and during specific periods of the Finance Department Peak Cycle Periods such as the Annual Audit, Budget Preparations, and Quarterly Reporting.