



CITY OF  
PRINCE GEORGE

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# JOB DESCRIPTION

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<b><u>JOB TITLE:</u></b>	<b>ACCOUNTING SERVICES CLERK</b>	<b><u>SCHEDULE:</u></b>	<b>B</b>
<b><u>DEPARTMENT:</u></b>	<b>FINANCE</b>	<b><u>PAYGRADE:</u></b>	<b>4</b>
<b><u>DIVISION:</u></b>	<b>FINANCIAL SERVICES</b>		

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## **JOB SUMMARY:**

The Accounting Services Clerk is responsible for preparing and inputting accounts payable data; checking the results for validity and accuracy; generating cheques, performing calculations and reconciliations; preparing summaries; maintaining records; and completing a variety of correspondence, emails or forms. The incumbent answers in-person and telephone inquiries from both internal and external clients regarding the status of accounts payable items. Ensuring that vendors and suppliers are paid within established time limits, and providing these services in an effective and professional manner, are critical.

In addition, the incumbent also provides support and assistance to accounts receivable and general accounting. As with accounts payable, the checking of results for validity, and providing and obtaining information relative to the field of work are important aspects of the job, as are meeting deadlines.

As required, the incumbent assists the Department by providing relief for employees who are away on vacation or other forms of leave, or in periods of peak work load. Performs related duties.

## **MAJOR RESPONSIBILITIES:**

**Under general supervision of the Accounts Payable Coordinator:**

### **Supports the Accounts Payable function by:**

- receiving and verifying invoices and requisitions for goods and services;
- verifying that transactions comply with financial policies and procedures;
- ensuring supporting documentation is complete and following up on any discrepancies;
- entering numerical data and reconciling a variety of accounts;
- preparing balanced batches of invoices for data entry;
- reviewing and approving each other's batches before posting to the General Ledger;
- processing backup reports after data entry;
- generating cheques ("cheque run"), printing cheques and completing voucher packages;
- preparing vendor cheques for mailing;
- importing, reconciling, and processing purchasing card transactions;
- assisting with testing for integrated financial software upgrades, as directed;
- preparing adjusting journal entries for approval;

- answering in-person and telephone inquiries from both internal and external clients regarding the status of accounts payable items;
- processing incoming mail, emailing/scanning invoices to divisions for approval; and
- general filing, electronic filing, filing of vendor invoices.

**Supports the Accounts Receivable function by:**

- preparing and verifying validity and processing accounts receivable invoices;
- gathering and entering data;
- entering numerical data and generate a variety of reports;
- ensuring all standard and appropriate accounts receivable processes are applied;
- ensuring that all customer files are properly maintained within software programs;
- assisting with testing for integrated financial software; and
- scanning and filing supporting documentation.

**Supports the Division's accounting function by:**

- reviewing a variety of records, accounts, documents and reports for conformity and accuracy;
- gathering and entering data, and generating a broad range of reports;
- researching and assisting with analysis of accounts and expenditures; and
- preparing journal entries for approval.

**QUALIFICATIONS:**

**Education:** High school graduation supplemented by a post-secondary vocational or college course / program in accounting or bookkeeping.

**Experience:** Minimum one year of accounts payable experience including data entry along with intermediate level of skill with Excel and integrated financial systems.

**Knowledge and Skills:** Considerable knowledge of accounts payable, receivable and processing methods. General knowledge of accounting principles and accounting cycles. Considerable skill and accuracy with data entry tasks. Demonstrated commitment to customer service. Ability to make repetitive numerical calculations with speed and accuracy and to control and balance various records and summaries. Ability to manage repetitive tasks with a high degree of accuracy. Ability to work within, and contribute to, a proactive team environment. Excellent verbal and written communication skills. Ability to deal courteously, tactfully and diplomatically with other City staff, representatives of other organizations, and members of the general public. Strong time management and organizational abilities. Ability to prioritize work. Knowledge of and demonstrated skills in using computer applications pertaining to the work. Considerable skill with integrated financial systems, word processing, spreadsheet and related software packages. Knowledge of WorkSafe BC regulations, occupational hazards, and safe work procedures as it relates to the position, including but not limited to: bullying and harassment, working alone and other significant hazards.

Valid BC Driver's license: No.  
Vehicle Usage: No.  
Police Information Check: Yes. As a condition of employment, must be able to obtain and maintain a clear Police Information Check for offenses related to the position.

Prepared by: K. Dalio  
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