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| MSU-logo-2001 | JOB DESCRIPTIONHourly Staff |

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| **Position Title:** | **Accounting Clerk** |
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| **Term of Office:** | September 1 to April 30 (part time)May 1 to August 31 (as operation warrants)  |
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| **Supervisor:** | Accounts Receivables Supervisor and Accounts Payables / Payroll Supervisor |
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| **Remuneration:** | Grade B |
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| **Hours of Work:** | September 1 to April 30 (variable hours)May 1 to August 31 (35 hours per week, if needed) |

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| **General Scope of Duties** |
| The Accounting Clerk is responsible for providing general administrative support to the MSU Accounting Office and performing various accounting functions and duties |

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| **Major Duties and Responsibilities** |
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| **Category** | **Percent** | **Specifics** |
| Accounts Payables Function | 40% | * Entering invoices into Great Plains for weekly cheque run
* Entering purchase orders into Great Plains and recording manual purchase order requests
* Reconciling cheques to invoices before signing
* Sorting signed cheques for distribution and mailing
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| Accounts Receivables Function | 40% | * Entering sales summaries into excel spreadsheets and reconciling any differences
* Scanning invoices on account and creating spreadsheets to keep track and monitor them
* Reconcile debit card expense spreadsheet
* Reconcile monthly internal Underground charges on spreadsheet to general ledger
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| Customer Service & Administrative Function  | 20% | * Receive payments and maintain spreadsheets for daily reconciliation, including taking orders for EFRT First Aid courses and the Good Food Box
* Answer any questions and direct them to the appropriate person if required
* Provide account information as requested
* Filing as required
* Other duties as assigned
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| **Knowledge, Skills and Abilities** |
| * Strong attention to detail is required to ensure accurate data entry and filing
* Interpersonal skills required to effectively interact with individuals (customers and staff)
* Strong organizational skills are required, as multiple tasks and activities will be required to be completed simultaneously
* Good working knowledge of accounting procedures
* Conflict mediation skills are an asset, as accounting clerks will occasionally encounter upset customers
* Communication skills required to ensure seamless transition of tasks between multiple clerks
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| **Effort & Responsibility** |
| * Responsible for prompt and courteous customer service
* Responsible for maintaining accurate recording of payments received
* Responsibility to follow all established MSU accounting policies and procedures
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| **Working Conditions** |
| * Work is performed in a shared office space during typical business hours
* Frequent interruptions
* Hours are spent completing data entry and staring at a computer monitor which may cause strain if not monitored
* Occasional lifting of boxes to move files at year-end
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| **Training and Experience** |
| * Experience in a customer service environment is an asset
* Clerical/Administrative experience an asset
* Great Plains Accounting Software (training provided)
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| **Equipment** |
| * Computer
* Telephone
* Photocopier
* Fax
* Debit Machine
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