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| MSU-logo-2001 | JOB DESCRIPTION  Hourly 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 |
| 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 |
| 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 |