

Benchmark Title **ACCOUNTING CLERK – 7**

Grid Level 7 – JJEP Wage Grid

Job Summary Performs a variety of clerical duties in support of the organization’s accounting function. Checks source documents, enters data into computerized accounting systems and maintains a variety of records.

- Key Duties and Responsibilities**
1. Checks source documents such as timesheets, invoices and expense claim forms for accuracy and completeness.
 2. Performs basic calculations from source documents such as the total number of hours worked from employees’ timesheets and the total amount owed to vendors from invoices.
 3. Inputs data from source documents into computerized accounting systems or spreadsheets.
 4. Files documents such as invoices, cheque requisitions and bills; maintains the filing system in accordance with established guidelines.
 5. Prints or types cheques for signing. Compares cheques to source documents to ensure accuracy. Distributes cheques to staff and vendors.
 6. Prints pre-defined reports from computerized accounting systems or spreadsheets.
 7. Processes petty cash transactions.
 8. Prepares and deposits cash receipts; maintains records.
 9. Performs other related duties as required.

Qualifications *Education and Knowledge*
Grade 12, plus related post-secondary courses.

Training and Experience
One (1) year recent related experience.
Or an equivalent combination of education, training and experience.

**COMMUNITY SOCIAL SERVICES JOB EVALUATION PLAN
RATING RATIONALE**

BENCHMARK TITLE: Accounting Clerk

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	Education and Knowledge – Requires Grade 12 plus related post-secondary courses – ability to understand basic mathematics	3	56
2	Training and Experience – Requires 1 year recent related experience	3	75
3	Physical Demands – Often performs production keyboarding to input data	5	35
4	Concentration – Often focuses on source documents for data entry and checking/verifying; tasks are straight forward and repetitive	4	33
5	Independence – Guided by specific procedures and instructions; changes the order of tasks in order to meet deadlines such as month-end or year-end reports	2	29
6	Judgement – Recognises anomalies in source documents and determine the priority of tasks to meet deadlines	3	43
7	Leadership/Supervision – Little or no responsibility	1	20
8	Accountability – Errors are detected and reported by others – minor costs to correct errors – may cause impact beyond own work area. Work, such as data entry and checking of source documents are controlled by monitoring accuracy and adherence to instructions; errors are quickly discernible and result in minor delay and expense to correct	2	29
9	Communication – Clarifies factual information regarding source documents with the appropriate persons; resolve discrepancies	2	29
10	Care of Individuals – Little or no responsibility	1	10
11	Environment/Working Conditions – Pace of work is not always controlled by the employee; sometimes faced with multiple demands/tasks with time pressure to complete job tasks such as data entry, printing and distributing cheques	4	33
Total Points			392
Grid Level			7