

1361199

M.A.N.T.E. STAFF JOB DESCRIPTIONS

POSITION: **ACCOUNTING CLERK**

REPORTS TO: Assistant Secretary-Treasurer

SUPERVISES: N/A

LOCATION: Board Office

JOB SUMMARY: Provides accounting services in support of professional and/or management staff.

DUTIES AND RESPONSIBILITIES:

- Performs basic cost accounting activities;
- Identifies and ensures resolution of any anomalies or discrepancies in receivable accounts;
- Receives and deposits monies, calculates remittances, and prepares and maintains all necessary systems, reports, records, and files;
- Applies accounting techniques and standard practices and records financial transactions;
- Tracks budgets and allocates resources. Provides account information to appropriate personnel;
- Prepares journal entries and working papers, checks supporting entries and assists in the auditing process;
- Issues permits and collects fees. Investigates and resolves complaints;
- Provides guidance and mentoring to Division staff as well as junior staff (if applicable);

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- Performs other related duties as assigned or as required.

QUALIFICATIONS:

- High school diploma plus two years directly related education;
- Excellent computer and keyboarding skills;
- 3-5 years related experience;
- Demonstrated ability to communicate effectively with all levels of staff and the public and to handle confidential information;
- Knowledge of GAAP (Generally Accepted Accounting Principles);
- An equivalent combination of education and experience may be acceptable to the Division.

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