POSITION SUMMARY

QUEEN'S UNIVERSITY - GENERAL STAFF

POSITION TITLE: Financial Clerk
DEPARTMENT: Athletics & Recreation
POSITION NUMBER: 00126611
GRADE: 4 EFFECTIVE DATE: January 8, 2014

JOB SUMMARY:

Reporting to the Manager, Finance and Staffing (Manager) and working under the daily direction and supervision of the Coordinator, Accounts Payable and Payroll and/or Coordinator, Accounts Receivable and Cash Operation (Coordinator), the incumbent is responsible for assisting in financial processes and procedures as required by the Department. Areas of support include Accounts Payable, Accounts Receivable, Payroll, Purchasing and Cash Operations.

KEY RESPONSIBILITIES:

- Assist with the preparation of the department's payroll submission, including acting as a department "timekeeper", data entry, updating and maintaining files and records, reconciling payments and reports.
- Assist with purchasing activity and procedures, such as processing A&R order requests, confirming receipt of items, payments and follows-up on outstanding orders. The incumbent may be required to assist with processing cheque requisitions, reimbursements, VISA payments, assigning account codes and maintaining paperwork for visa statements.
- Assist with daily deposits from incoming sales locations, prepares paperwork requirements for bank deposit and reconciliation.
- Assist with the preparation of cash advances, including receiving and filling cash advance request, reconciling receipts upon return and submission of information to Financial Services.
- Assist with the printing and reconciliation of athletic events tickets, providing reports for audit purposes.
- Prepare the approved petty cash disbursements and reconcile receipts for submission to Financial Services.
- Assist with the hard copy and electronic financial filing system for the department and reconciles transactions for accuracy. Organizes financial files related to accounts payable, travel, payroll, deposits, VISA receipts and adheres to internal audit policies.
- Prepares reports and responds to inquiries.
- At the request of the Manager/Director serves on department committees.
- Other duties as assigned by the Manager and/or Coordinator.

REQUIRED QUALIFICATIONS:

- Minimum completion of a two year post-secondary program in accounting or related area
- 2 to 5 years' experience in a financial role
- Satisfactory Criminal Records Check required
- Consideration will be given to an equivalent combination of education and experience

SPECIAL SKILLS:

- Excellent communication, listening and interpersonal skills
- Excellent computer and office skills, in particular spreadsheet applications
- Knowledge of financial, payroll, bank and office practices and procedures are required
- Analytical, interpretive and problem-solving skills
- Knowledge of university procedures, policies, and regulations an asset. Must have an ability to quickly acquire an understanding of policies and procedures applicable to the job.
- Demonstrated ability to work under the pressure of inflexible deadlines and accuracy is essential
- Professionalism, commitment to high levels of confidentiality, keen attention to detail and strong client focus with the capacity to build credible work relationships
- Organizational skills with the ability to manage conflicting priorities
- Ability to work independently and as part of a team

DECISION MAKING:

- Make daily operational decisions and resolve problems. Recognizes when to involve the Coordinator or Manager.
- Make suggestions for procedural changes.
- Appropriately allocate resources in accordance with established practice, and monitor use of funds. Highlight concerns to the Coordinator or Manager.
- Determine best way to keep track of various items.
- Prioritize workload to meet deadlines and provide timely response to clients.

Signatures:

Date

_____ _____

Incumbent

_____ _____

Manager

_____ _____

Department Head/Director or Designate