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|  | Job Description # | 4004 |
| | JD SECTION | |
| | FINANCE CLERK | |
| | Date Issued: | <u>August 14, 2002</u> |
| | Date Revised: | October 9, 2024 |
| <u>JOB DESCRIPTION</u> | Approval by Chief Executive Officer | |
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JOB SUMMARY

The **Finance Clerk** is accountable for the maintenance and coordination of the organization's Accounts Payable, Accounts Receivable, Payroll and Procurement activities. **Although this Finance Clerk position is responsible to perform all duties as required, the primary focus will be Payroll.**

The **Finance Clerk** will work in the Finance and Administration team and contribute to the well-being and growth of Algoma Family Services by providing accounting and payroll support to staff and the delivery of services.

REPORTING RELATIONSHIP

Directly accountable to the Director, Finance and Administration

NATURE AND SCOPE OF WORK

Algoma Family Services has a district-wide mandate with services within the District of Algoma.

The Finance Clerk:

- Contributes to the overall management of the Finance/Administrative Services by actively participating in the decision making process.
- Assists with the development, maintenance and ongoing review of accounting practices, policies and procedures to ensure that they meet the needs of the organization, reflect changes in government legislation, policy, and guidelines.
- Plays an important role in establishing and maintaining appropriate lines of communication and good working relationships with Algoma Family Services staff, external vendors, government personnel, and the public. The position attends meetings as requested and is prepared to address related financial and accounting issues.
- Plays a key role in financial planning for the organization and is accountable for the maintenance of purchasing and accounts receivable and payable accounting systems and financial information. Works as a team member to ensure that the payroll system meets the needs of the organization.

- Works with other organizations as well as participate on various committees, task forces, and projects as required.
- Maintain confidentiality of personnel and payroll information.

SPECIFIC ACCOUNTABILITIES

Under the direction and leadership of the Director of Finance and Administration, the Finance Clerk is responsible for the following:

Accounts Payable

- Receives, verifies and processes payments various documents such as invoices, cheque requisitions, expense reports, cash advances, petty cash, bank drafts and wire payments, systems contracts, credit card reconciliations, debit memos, electronic fund transfers and deposits.
- Analyzes requests for payment and reimbursement, and assesses for reasonableness prior to presenting to the signing authorities for approval.
- Interprets and communicates applicable financial policies, procedures and guidelines to others.
- Maintains all appropriate documentation supporting accounts payable and vendor payments in an organized and orderly manner to support tax, audit, and any other statutory requirements.
- Processes stop payments requests.
- Creates spreadsheets to enter, track, and retrieve data.
- Distributes petty cash and balance floats for departments.
- Sets up and maintains filing systems, both electronic and hard copy.
- Assists with internal and external audits and responds to auditor inquiries.
- Performs various analyses and reconciliations of accounts.
- Maintains processes and procedures to ensure that all accounts payable invoices are properly coded and processed in accordance with the approved accounting systems, policies and procedures of the organization.
- Monitors and maintains a system of spending and payment authorities according to the organization's policies and procedures.

Accounts Receivable

- Calculates, prepares, and issues a variety of financial documents including, but not limited to, invoices, and follows up with outstanding accounts
- Collects payments owed to the agency and forwards funds to Accounting Technician for deposit.

Procurement

- Maintain and review office supply contract and standing agreement.
- Prepares and maintains purchase orders and logs for Supervisors.
- Prepares and maintains standing purchase orders and authorization forms for payment to vendors/suppliers.
- Corresponds with vendors as required to discuss orders, payment issues, etc.

Payroll

- Verifies attendance, hours worked, and pay adjustments, and posts information onto designated records.
- Processes and issues employee paychecks and statements of earnings and deductions.
- Computes wages and deductions and enters data.
- Reviews time sheets, work charts, wage computation, and other information to detect and reconcile payroll discrepancies.
- Records employee information, such as exemptions, transfers, and resignations, to maintain and update payroll records.
- Issues and records adjustments to pay related to previous errors or retroactive increases.
- Keeps track of leave time, such as vacation, personal, and sick leave, for employees.
- Stays informed about changes in tax and deduction laws that apply to the payroll process.
- Prepares files for payroll tax returns, verifies, and confirms accuracy of T4's.
- Compiles summaries related to pay and benefits accounts and share with appropriate departments.
- Trains employees on organizations' payroll software systems.
- Adheres to government legislation, collective agreements, and AFS policies and procedures.
- Adheres to established AFS deadlines.
- Creates spreadsheets to support reconciliations and for reporting purposes.
- Extracts information from payroll software to generate reports.
- Searches and gathers information for payroll purposes including, but not limited to, payforms, transaction approvals, employment authorizations, and government documents.
- Responds to inquiries and resolve issues via phone or email regarding payroll accounts and discrepancies.
- Calculates benefit proration's upon hire and termination of employment to ensure accuracy of earned entitlements
- Creates training materials and presentations.
- Maintains confidentiality of personnel and payroll information.

GENERAL

- Ensures adherence to and provides feedback on issues relating to the finance and accounting policies and procedures.
- Promotes awareness of the organization's Mission, Vision, Values and Strategic Priorities.
- Ensures that the Director of Finance and Administration is kept informed of issues or concerns of a financial or budgeting nature that could result in a potential organizational impact.
- Performs any other associated tasks as requested and assumes additional responsibilities at the request of the Director of Finance and Administration.

WORKING CONDITIONS

1. Physical Effort: Physical activity is limited. Some time spent in comfortable sitting position with opportunity to move about. Minimal of out-of office travel and occasional standing for presentations to individuals we serve and/or support, parents, suppliers, community and staff.
2. Physical Environment: Located in a comfortable indoor area, however, any unpleasant conditions are related to out-of-office travel. On occasion, travel

within the District may place the incumbent in a less than optimal physical environment.

3. Sensory Attention: A high level of concentration, attention and sensitivity to verbal interactions and written communication.
4. Working Environment: There are pressures to balance competing demands for human, fiscal, program and physical resources. Considerable demand is on personal time for evening and weekend activity specifically during the audit preparation period. There is pressure for results with attention to deadlines. The position is also required to resolve situations and interactions concerning staff.

MINIMUM EDUCATION/REGISTRATION

- University degree or college diploma in Accounting, Business, or Payroll.
- Payroll Certification is an asset.
- CMA, CGA, CA (CPA) designation is an asset.

MINIMUM EXPERIENCE

- Two years of related work experience in areas of business accounting and/or Payroll processes, procedures, and practices.
- Equivalent combinations of training and experience may be considered

QUALIFICATIONS:

- Prior experience in the preparation and verification of payroll tax forms, such as T4s.
- Prior experience with payroll tax software; Dayforce Ceridian being an asset.
- Must be experienced in revenue and expenditures processing, records maintenance, financial monitoring, reporting processes, and practices and procedures.
- Must be familiar with the operation of electronic accounting software, applications and techniques (MS Dynamics and MS Excel spreadsheet applications) as well as word processing.
- Advanced knowledge of payroll processing, from the entering of timesheets to committing payroll.
- Ability to detect and reconcile payroll discrepancies
- Knowledge of tax and deduction laws that apply to the payroll processes.
- Must possess a good knowledge of Algoma Family Services programs and service delivery as well as the organization's administrative and operational services in order to provide advice on operational improvements of the financial area.
- Demonstrated skills in the following areas:
 - Initiating, leading and managing organizational and cultural change in keeping with the organization's Vision, Mission, Values, Board policy and Executive directives.
 - Excellent written and oral communication skills, highly developed interpersonal skills and high levels of tact and diplomacy.
- Ability to work in a highly professional multi-disciplinary team environment.
- Possession of a valid Ontario Driver's License (minimum of Class G if over the age of 19 and Class G2 license if 19 and under), ability to travel within the district of Algoma and use of a personal vehicle.

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- Availability to work flexible hours including evenings and occasional weekends
- Ability to provide services in both official languages (English/French) is an asset.
- Full COVID-19 Vaccination.