Job Information

<table>
<thead>
<tr>
<th>Job title</th>
<th>Accounting Clerk</th>
<th>Job Code: CLKAC</th>
<th>Pay Grade: H</th>
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<tbody>
<tr>
<td>Title of immediate supervisor</td>
<td>Manager of Accounting and Audits</td>
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<td>Department/Division</td>
<td>Finance / Accounting &amp; Audits</td>
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<tr>
<td>Prepared by</td>
<td>N. Pallan</td>
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<tr>
<td>Date Created</td>
<td>Aug 5, 2015</td>
<td>Revised date</td>
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<tr>
<td>Dept Head Signature</td>
<td>Originally signed by Valla Tinney</td>
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<td>Date</td>
<td>September 3, 2015</td>
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Job Purpose
Performs intermediate accounting work, consisting of clerical duties in maintaining varied computerized financial records and internal audit related duties.

Duties and Responsibilities
- Reconciles various financial ledger and bank accounts monthly.
- Maintains established internal controls and ensures compliance to established financial policies, procedures and practices.
- Performs internal audit and control functions.
- Processes accounts payable or receivables.
- Maintains and reconciles various sub-ledger and clearing accounts, and monthly purchase card transactions.
- Prepares journal entries.
- Assists with year-end procedures.
- Maintains filing of records and documents
- Performs other related duties as required.

Qualifications
- Grade 12 or equivalent.
- Two years of a certified accounting program, or equivalent.
- One year of practical accounting experience in a computerized environment.
- Requires numerical aptitude, highly detail oriented, and experience with spreadsheets and database applications.
- An equivalent combination of education and experience may be considered.

Physical Requirements
No physical activity required.

Working Conditions
Works in an office environment.