



**FINANCE CLERK  
PRAIRIE ROSE SCHOOL DIVISION**

**Approved: May 21, 2019**  
**Position: Finance Clerk**  
**Reports to: Assistant Secretary-Treasurer**

The Finance Clerk functions under the direct supervision of the Assistant Secretary-Treasurer. They must establish, and maintain a close working relationship, works as part of the PRSD support team to meet the high standards of financial accountability. The Finance Clerk accurately and correctly processes and records the division's finance transactions through the accounting system according to established Generally Accepted Accounting Principles, Prairie Rose School Division Policies and Administrative Procedures, and applicable Collective Agreements. The Finance Clerk assists in the preparation of financial and operation statements, including specialized reports. The Finance Clerk is expected to maintain efficient and effective support while ensuring a high degree of confidentiality at all times at work and outside of the workplace.

The Finance Clerk shall be responsible to the Assistant Secretary-Treasurer for such duties as assigned and shall be prepared to perform other duties as assigned by the Assistant Secretary-Treasurer.

**Duties and Responsibilities:**

- Accurately prepares, records and processes transactions to the appropriate account allocation ensuring transactions are completed in a timely manner;
- Processes account receivables and incoming payments in compliance with established procedures;
- Processes cheque runs and set up on-line payment batches;
- Assists with month end and year end close, journal entries and reporting;
- Tracks and records, financial data on either established or newly created spreadsheets;
- Assists with the preparation for audits (internal and external);
- Assists with the collection of data for and the preparation of the September 30<sup>th</sup> enrolment reports using EIS;
- Performs various analyses and reconciliations of accounts as determined by the Assistant Secretary-Treasurer;
- Provides administrative support duties such as word processing, filing, photocopying and faxing in a confidential, professional and competent manner;
- Provides advice, direction, training and assistance to school secretaries in the financial aspects of their job by phone, email, in person and at professional development sessions;
- Provides front desk coverage on a scheduled and as needed basis, as determined by the Assistant Secretary-Treasurer; coverage could include but not restricted to meal breaks, vacation, and other days away.

**Educational Qualifications / Experience:**

- Post-secondary education in office or business administration and at least 2 years' experience in providing administrative financial support with a wide variety of tasks to members of management ensuring confidentiality and professionalism, or an equivalent combination of education and experience;
- Working knowledge GAAP and basic accounting functions;

- Proficiency with MS Office (Word, Excel, PowerPoint, Outlook) Adobe products, and web based programs, specific experience with computerized Finance/Payroll system and with particular aptitude for preparing and formatting correspondence, reports and documents;
- Working knowledge GAAP and basic accounting functions;
- Strong written and oral communication skills and customer service skills;
- Strong interpersonal skills, including demonstrated ability to interact positively and work effectively with others; ability to maintain confidentiality and exercise discretion;
- Strong organization and time management skills, with the ability to prioritize and multi-task within a fast paced environment; ability to problem-solve/judgement skills and a high level of attention to detail and accuracy;
- Excellent attention to detail, organizational and record keeping skills.