



Finance Clerk

Administrative Procedure 2.B.10

Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 16

Legal Reference:

Date Adopted: December, 2003

Date Amended: December, 2005, October, 2006; April, 2012; November 2020

PHILOSOPHY

Evergreen School Division believes in a system that fosters respect, caring and good communication within and outside the school division. The major goals and tasks of the employees are to honor these values in the daily interactions with staff, students and the public and to assist in the development and implementation of a quality education system. Confidentiality is an expectation of these positions of trust in our public school system.

GENERAL POSITION DESCRIPTION

- The Finance Clerk provides accounts payable and purchasing services for the school division and financial reporting under the direction of the Secretary-Treasurer. The Finance Clerk operates under the daily supervision of the Secretary-Treasurer.
- This person operates as part of the Evergreen Support Centre office team to provide efficient and effective service for Senior Administration and the School Division.

RESPONSIBILITIES AND DUTIES

1. Perform the day to day processing of accounts payable to ensure vendor payments are up to date.
2. Entering purchase orders as required monitor and follow up on outstanding orders.
3. Assist the Secretary-Treasurer by providing clerical support and assist with financial reporting.
4. Maintain an electronic efficient, current and accessible filing system for Accounts Payable vouchers, cheques, purchase orders.
5. Communicate with suppliers, schools, department and Education Support Centre office personnel - in person, by phone or by correspondence - in a manner both to enhance the efficient and business-like operation of the Accounts Payable Department and to create a good public relations image.

6. Maintain the office postage machine with software updates, funds and printing supplies. Deliver mail to the Post Office daily and pick up mail as required.
7. Assist the Secretary-Treasurer with clerical and accounting services for the Evergreen Foundation of Manitoba Inc.
8. Operate as a member of the Education Support Centre office team to maintain an efficient and effective telephone system, to maintain the office kitchen and to respond to other cross-related tasks that may be identified by the team or Senior Administration.
9. Other related duties as may be assigned from time to time.

SKILLS / QUALIFICATIONS

- Strong interpersonal skills; working as part of a team
- Excellent verbal and written communication skills
- Strong organizational skills
- Demonstrated data entry skills with a great attention to detail and accuracy
- Working knowledge of accounting principles, procedures and practices
- Ability to prioritize and manage time to ensure deadlines are met
- Strong computer skills and experience working with accounting software applications, Word and Excel, and Microsoft Teams

EMPLOYMENT REQUIREMENTS

- Diploma in a recognized Accounting or related Program (or an equivalent combination of academic and practical experience)
- Minimum of two years related experience