Job Description

Finance Clerk
**JOB DESCRIPTION:**
Under supervision, the finance clerk is responsible for recording all monies coming into and leaving the Clerk’s Office. The finance clerk performs a wide variety of financial recordkeeping duties. These duties include bookkeeping, accounting, payroll and financial reporting. The nature of work may require mandatory compensatory time including night, weekends, and holidays.

**SUPERVISION EXERCISED:**
This job has no supervisory responsibilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**
Includes the following and other duties may be assigned.

1. Reports to Director of Finance
2. Assists in maintaining the Clerk’s Office financial records
3. Prepares all invoices for payment
4. Investigates and resolves all inquiries with billing and invoicing
5. Maintains customer’s financial information
6. Maintains vendors’ financial information and files.
7. Assists in posting journal entries into the accounting software
8. Assists in preparing various financial reports for management to forecasts personnel and service costs. Assists in preparing a variety of forms, correspondence, inter-department memos for management and departmental support
9. Assists in tracking employee vacation and sick time and processing employee time into the payroll system
10. Assists in managing the payroll system and processing paychecks according to established pay cycle
11. Assists in preparing and maintaining the budgets for the Clerk’s Office and special projects
12. Performs other financial activities as required
KNOWLEDGE, SKILLS and ABILITIES:

Knowledge:
The incumbent must have proficient knowledge in the following areas:

- Knowledge of policies and practices associated with payroll and benefits administration
- Computerized accounting programs
- Knowledge and ability in the use of a personal computer and software applications (Microsoft Word, Excel, Access, PowerPoint, etc.)
- Accounts payable and receivable
- Knowledge of personnel policies and procedures
- Administration of employee benefits
- Payroll systems
- An understanding of relevant financial legislation policies and procedures

Skills:
The incumbent must demonstrate the following skills:

- Excellent interpersonal skills
- Analytical and problem solving skills
- Ability to communicate both written and verbally
- Strong organizational, presentation, and customer service skills
- Skill in preparing written communication
- Ability to multi-task and adapt to changes quickly
- Typing skills to ensure quick and accurate data entry

Personal Attributes:
The incumbent must maintain strict confidentiality in performing the duties of the Finance Clerk. The incumbent must also demonstrate the following personal attributes:

- Be honest and trustworthy
- Be respectful
- Be flexible
- Demonstrate sound work ethic
- Self-motivated with the ability to work in a fast moving environment

EDUCATION and/or EXPERIENCE:

1. A minimum of a Bachelor’s Degree with an emphasis in accounting
2. Knowledge in the area of financial statement preparation, budgeting, payroll, purchasing, accounts payable and accounts receivable or the equivalent
3. Experience working with an automated financial management system
4. Ability to type 35 words-per-minute without error