



Provincial Job Description

TITLE:
(094) Finance Clerk

PAY BAND:
6

FOR FACILITY USE:

SUMMARY OF DUTIES:

Performs data entry and assists with a variety of financial and clerical/reception duties.

QUALIFICATIONS:

- ◆ **Office Education certificate**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Intermediate keyboarding skills**
- ◆ **Communication, organizational and interpersonal skills**

EXPERIENCE:

- ◆ **Previous: No previous experience.**

KEY ACTIVITIES:

A. Financial Duties

- ◆ **Handles/balances cash and negotiable securities (e.g., cheques, money orders).**
- ◆ **Maintains accurate recording of basic financial transactions (e.g., patient trust accounts, petty cash).**
- ◆ **Performs data entry of financial transactions and payroll records.**
- ◆ **Prepares computerized and manual reports.**

B. Clerical Duties

- ◆ **Performs clerical duties (e.g., mail, filing, photocopying, faxing and maintaining office supplies).**
- ◆ **Performs reception duties, as required by the job (e.g., directs visitors, transfers calls).**
- ◆ **May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.**

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: 2005

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