



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 Administration certificate

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate keyboarding skills
- ◆ Intermediate computer skills
- ◆ Communication skills
- ◆ Organizational skills
- ◆ Interpersonal skills
- ◆ Ability to work independently

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, scanning, faxing, maintaining office supplies).**
- ◆ **Performs reception duties (e.g., directs visitors, transfers calls).**

C. Related Key Work Activities

- ◆ **Maintains parking machines.**
- ◆ **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.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: January 11, 2017