

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT

(FINANCIAL SERVICES DIVISION – ACCOUNTING SERVICES - LOCATION - 120 KING ST. W., 9th FLOOR)

ACCOUNTING CLERK - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Manager of Accounting Services, performs general accounting duties related to controlling, safeguarding and filing financial data, including analyzing and reconciling accounts, distributing cheques, labelling and filing financial system reports, updating the Peoplesoft chart of accounts and inputting Peoplesoft journals.

GENERAL DUTIES

Reconciles and analyzes balance sheet accounts (such as business unit closing accounts, inter-business unit accounts and other accounts) monthly. Investigates and corrects any discrepancies by preparing, adjusting journal entries.

Reconciles and analyzes the internal and external departmental cost allocation accounts monthly. Investigates and corrects any discrepancies by preparing, adjusting journal entries.

Updates the monthly Peoplesoft financial system report listings and distributes Peoplesoft reports to staff in Finance and other departments as required.

Bounds, labels and files the detailed general ledger system reports for Corporate Accounting. Safeguards and controls the previous years' general ledger reports and financial reports.

Sorts and files journal entries. Arranges for copying as required.

Performs a quality review of the Peoplesoft Available Funds Report. Listing problems and anomalies, such as all current budget accounts with actuals and no budget, and takes appropriate action.

Inputs and retrieves data from Peoplesoft Financials system including journal entry, chart of account changes, balance inquiries, transaction details and downloads to Excel.

Assists in the preparation of the annual financial information return and financial report.

Sorts payroll cheques, directs deposit forms, timesheets and reports and arranges for pickup by departments on a weekly basis.

Receives and pays invoices for office expenses, such as photocopiers, facsimile machines and couriers.

Performs other duties as assigned which are directly related to the duties of this position.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

QUALIFICATIONS

1. Demonstrated knowledge of basic accounting procedures and principles.
2. Experience working in a computerized environment. Working knowledge of Word, Excel and Outlook.
3. Working knowledge of Peoplesoft financial system is an asset.

4. Good written and verbal communication skills.
5. Demonstrated ability to work with other computer programs as required.