

Benchmark Title**BOOKKEEPER****Job Summary**

Performs bookkeeping duties such as coding, recording, posting and processing day-to-day transactions. Processes one or more of accounts receivable, accounts payable and payroll. Maintains and updates accounting records.

Key Duties and Responsibilities

1. Codes source documents such as invoices and receipts to the appropriate accounts.
2. Maintains and updates accounting records by performing duties such as recording and posting transactions in journals and the general ledger for accounts payable, accounts receivable and payroll.
3. Prepares and issues invoices and follows up on late accounts in accordance with established procedures. Pays approved invoices.
4. Maintains bank account records; reconciles bank accounts and balances chequebooks.
5. Prepares various accounting summaries and reports. Compiles, maintains and produces statistics and reports of such records as seniority lists, vacation entitlement, and sick leave and overtime banks.
6. Submits forms to health and welfare benefit carriers to arrange for, change and terminate coverage for employees. Assists employees in submitting claim forms. Maintains records of benefit enrolment.
7. Responds to inquiries and requests regarding payroll, benefits and other bookkeeping duties. Follows up to resolve errors and discrepancies in accordance with established procedures.
8. Assists the accountant or financial manager in the preparation for audit and the production of financial statements, budgets and other financial reports by performing such duties as providing related documentation, preparing various accounting summaries and reports, and compiling statistics.
9. Performs other related duties as required.

Qualifications*Education and Knowledge*

Grade 12, plus post secondary courses of up to two (2) years in areas such as bookkeeping, payroll or office procedures.

Training and Experience

Two (2) years recent related experience.

Or an equivalent combination of education, training and experience.

COMMUNITY SOCIAL SERVICES JOB EVALUATION PLAN

RATING RATIONALE

BENCHMARK TITLE: Bookkeeper

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	Education and Knowledge – Requires completion of Grade 12, plus post secondary courses of up to 2 years in areas such as bookkeeping, payroll or office procedures	4	75
2	Training and Experience – Requires up to 2 years recent related experience	4	100
3	Physical Demands – Often performs production keyboarding to perform various bookkeeping operations, enter data and produce documents	5	35
4	Concentration – Often focus on financial summaries and reports which require a high degree of precision; often takes on a variety of related bookkeeping processes, procedures and tasks	5	42
5	Independence – Guided by general procedures stating the limits of the work to be performed requires the flexibility of choosing from alternative courses of action to complete assignments such as processing accounts payable and payroll	4	57
6	Judgement – Assess financial data and choose an approach using accepted accounting methods and internal procedures to reconcile bank accounts, determine budget codes and resolve invoice discrepancies	4	57
7	Leadership/Supervision – Little or no responsibility	1	20
8	Accountability – Resolves errors and discrepancies and responds to inquiries. Work has impact on financial services of the agency; errors may interrupt work flow, timing of payment and compliance with accounting cycle deadlines and result in moderate loss of time and financial resources	4	57
9	Communication – Responds to inquiries and requests by explaining financial records, procedures and process	3	43
10	Care of Individuals – Little or no responsibility	1	10
11	Environment/Working Conditions – Often faced with time pressure to complete bookkeeping tasks	4	33
Total Points			529