

Accounting Data/Entry Clerk

JOB DEFINITION WORKSHEET

Name:		Location:		Sheet # __ __	
Responsibility:					
Task	Standards & Deliverables	Goal / Objective	Authority / Decision Level		
1. Manages commitment documents and all incoming invoices.	<ul style="list-style-type: none"> • Maintains manual commitment files • Match incoming invoices with appropriate commitment document for input to acctng system • Verifies incoming invoices & backup for commitment amount, coding accuracy and spending authority as per Financial Administration Manual • Forwards invoices without proper commitment to the appropriate spending authority for approval prior to processing as per signing authority Spreadsheet • Codes invoices based upon the backup documentation and preparing for data entry to the computerized acctng system as per chart of accounts • Maintains receiving reports by vendor/alphabetically • Maintains freight bill file by vendor /numerically/alpha 	<p>TBD -</p> <p>TBD – manual process</p>			
2. Data entering to the Accounts payable module:	<ul style="list-style-type: none"> • Sorts invoices by vendor into batches for entry • Sets up accounts payable vendor accounts as directed by Finance Officer • Totals each accounts payable batch daily • Provides batches to Finance officer on a daily basis • Enters 5 day batch as instructed by Fin Officer • Data enter emergency request as instructed by Fin Officer • Files completed accts payable batches after weekly check run /numerically 	TBD			
3. Provides Administrative functions in support of accounts payable.	<ul style="list-style-type: none"> • Places outgoing accounts payable cheques in envelopes including any enclosures within 3 hours of printing checks • Follows up on missing invoices as instructed by Fin Officer • Reviews G.L. account postings as instructed by Fin Officer • Maintains cheque copy file in numerical sequence includes void checks 				

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4. Procures Eyeglasses	<ul style="list-style-type: none"> Processes eyeglass forms as per NIHB agreement Sends eyeglasses to health centre Forwards eyeglasses for repair to optical company Follows-up on outstanding orders 	Move to Health Centres Methods maintained in Purchasing		
5. Data enters medical travel documents into the Patient Transportation System.	<ul style="list-style-type: none"> Matches invoice with the commitment documents Data enters the invoices into the NHProd system daily Performs the pay run to cancel the outstanding commitments following day Reviews the outstanding commitments monthly and make the corrections as required 	TBD – invoice life cycle		
6. Other Duties	<ul style="list-style-type: none"> Prints and distributes monthly financial statements when instructed by the Finance Officer Participates in special projects as directed by supervisor 			

