

**ACCOUNTS CLERK - GRADUATE STUDIES****NATURE OF WORK**

This is responsible financial record maintenance work in the School of Graduate Studies.

The employee of this class is responsible for maintaining financial commitment and expenditure records of graduate student bursaries, fellowships and supplements. Work involves preparing student information for committee review; initiating payment of student awards; ensuring that awards are charged to appropriate accounts and reconciling various reports with internal records. Supervision may be exercised over subordinate positions performing support duties. The employee of this class works within established accounting systems and procedures, although independent judgement is required in the review of financial records and external reports. Work is reviewed by an administrative superior through discussion, observation of results obtained and absence or presence of complaints.

**ILLUSTRATIVE EXAMPLES OF WORK**

Establishes and maintains computerized account records for bursaries, fellowships and supplements; ensures that commitments and expenditures are recorded; prepares summaries of funds available for allocation; modifies records to indicate new or discontinued student awards; advises administrative supervisor of account balances, as required.

Prepares financial account and student information for review by Fellowship Awards Committee; requests departmental nominations for fellowships; ensures that student transcripts, rankings and averages are prepared; forwards information to Committee members; schedules meetings; records successful student nominations based upon instructions of immediate supervisor.

Determines source of fellowship funding based upon established guidelines; prepares correspondence for signature of Associate Dean; advises students of renewal procedures; reviews student records to ensure award recipients meet continuing eligibility requirements; refers unusual problems to administrative supervisor.

Prepares and authorizes correspondence requesting payment of fellowships, bursaries and supplements to graduate students; records transactions in internal record keeping systems; identifies funds committed; maintains and monitors account balances.

Receives and reviews journal entries from departments; ensures that account codes, grant numbers and supplement amounts are accurate; ensures adequate funds are available to support supplements; submits journal entries to the Financial and Administrative Services for transfer of funds to appropriate accounts; ensures that deadlines are met; advises departmental representatives of inadequate funds.

Reconciles various reports with internal records; reviews current payroll records, determines discrepancies and balances accounts; reviews total account balances for each fiscal year; identifies available funds; contacts departmental representatives regarding outstanding fund transfers; provides detailed reports of funds outstanding.

Reviews student estimates and time sheets received from departments; ensures that supplement recipients do not exceed work restrictions; discusses problems with immediate supervisor.

Receives and records graduate student cheques; distributes cheques to graduate students; contacts Human Resources' staff regarding problems or inquiries.

May supervise subordinate positions performing support activities; assigns work; sets priorities; reviews completed work for accuracy.

Develops and implements procedures based upon discussion with administrative supervisor; prepares financial and statistical reports.

Receives scholarship cheques from other universities; forwards cheques to Financial and Administrative Services for deposit to appropriate account.

Performs related work as required.

## **REQUIREMENTS OF WORK**

Considerable experience in progressively responsible financial record maintenance work; graduation from high school, supplemented by college level courses in related area; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Considerable knowledge of financial record maintenance principles and practices.

Considerable knowledge of office methods and procedures and familiarity with the use of standard office equipment.

Knowledge of the University's Banner accounting system, accounting regulations, student award procedures and operations applicable to the School of Graduate Studies.

Ability to apply accounting and procedural principles to specific work problems.

Ability to prepare a variety of special financial and statistical reports.

Ability to plan, organize and supervise the work of clerical subordinates.

Ability to develop, layout and install clerical procedures according to general instructions and guidelines.

Ability to make arithmetical calculations accurately and rapidly.

Ability to establish and maintain effective working relationships with external funding agencies, graduate students, University officials and other employees.

Skill in use of Banner accounting system and other related software.

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