



## JOB DESCRIPTION

<b>POSITION TITLE:</b> Accounting Clerk / Bookkeeper
<b>ORGANIZATION:</b> 2014 Halifax Commonwealth Games Bid Society
<b>DIVISION:</b> Finance and Administration
<b>REPORTS:</b> Administration Officer
<b>Approved:</b> _____ <b>Date:</b> 09 May 2006

### SUMMARY

This position provides the necessary support to enable the day-to-day bookkeeping and basic accounting requirements for the Society and for the Bid project. This position operates with limited supervision for routine work and is able to identify when direction is required and respond easily to new assignments. This is an evolving position and responsibilities may shift over time.

### DUTIES AND RESPONSIBILITIES

- Review and process all financial transactions (invoices, bank deposits, time sheets, payroll, etc.) on a timely basis, ensuring accuracy, completeness and compliance with Society policies and procedures and regulatory requirements; follow up and resolve any and all issues, seeking direction where required
- Assist Society staff and members in their understanding and compliance with financial processes and policies
- Prepare and distribute regular financial reports as required
- Report to supervisor in writing no less than monthly regarding the effectiveness of processes, policies, procedures and reporting
- Prepare all documents and forms related to regulatory requirements (ie: GST, CRA, etc.) and ensuring accurate as well as timely submissions
- Provide support related to the projection process to support timely and accurate revenue and expenditure review
- Perform all necessary account, bank and other reconciliations
- Perform office duties such as photocopying, faxing, reception, preparation for Board and Executive meetings, etc
- Provide back up to any other office positions when necessary
- Assist, as required, the Bid Team in all their activities so as to support the preparation of the Bid
- Other related duties as assigned by supervisor

### SUMMARY OF QUALIFICATIONS

#### Qualifications

**Education:** Grade 12 and completion of a Diploma in Business (accounting emphasis) or related field of study and three years of broad accounting experience, or suitable

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combination of formal education and experience. Thorough knowledge of accounting and bookkeeping principles and practices is required. Experience with the responsibility of supporting the bookkeeping and basic accounting and related needs of a small, busy office is a definite asset.

### **Skills**

- Day to day work activities are prioritised appropriately within work routines and scheduled with some guidance
- Excellent organization, time-management, administrative and computer skills
- Excellent oral, written and communication skills
- Able to work closely and cooperatively with Bid team staff, consultants and extended team members as well as vendors
- Attention to detail and a strong customer service focus

### **Competencies**

**INITIATIVE** - is a bias for taking action, pro-actively doing things and not simply thinking about future actions. The time frame of this scale moves from completing past or current projects to acting on future opportunities or problems. Formal strategic planning is not included in this competency.

**TEAMWORK & COOPERATION** - implies the intention to work cooperatively with others, to be part of a team, to work together, as opposed to working separately or competitively. For this competency to be effective, the intention should be genuine. Teamwork and Cooperation may be considered whenever the subject is a member of a group of people functioning as a team.

**COMMUNICATION - Shares Information:** Keeps individual or group up to date on any action taken and shares all relevant information. Develops communication action plans within their span of control and/or shows commitment to employees by developing an appropriate mechanism(s) for staff to bring forth thoughts, comments, ideas, or concerns.

**PROBLEM SOLVING:** This competency is about identifying the issues, exploring different options and actioning the outcome with the team. It's about applying problem solving skills to management of projects and programmes. It's about taking a step by step approach to solving a variety of problems. It is also about managing the team approach to this and encouraging contributions to establish innovative and creative solutions. This extends to managing performance issues by seeking the best solutions to address poor performance as well as the team's development.

**INTERPERSONAL SKILLS:** This is about the ability to interact effectively with others, to facilitate communications with individuals and groups and influence relationships and cultures. This is about being motivated to achieve, being self-aware, and conscious of how others perceive you. It is about being able to read a situation and adopt appropriate style and behaviour to deal with it. It is also about being assertive and challenging, having an open, flexible approach that generates confidence in your abilities. It is about often having to "think on your feet" and be honest and open about what can and cannot be achieved.

**PARTNER RELATIONS -FOCUSSED SERVICE DELIVERY:** This competency is about continuously developing and improving services to partners/stakeholders and the publics

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with an interest in the Commonwealth Games, by listening and responding to their needs, pursuing innovation and quality in message delivery. It is about understanding our partners/stakeholder base, what we do with and for them, and how our strategies affect them. This competency also includes understanding the political sensitivity of the bid process and understanding the decision making process so that developments are focussed on our strategic outcomes and considered within the broad political framework.

**VALUING DIVERSITY:** Valuing Diversity is the ability to understand and respect the practices, customs and values of other individuals and cultures both here in Canada and throughout the Commonwealth family of nations. Sees diversity as beneficial to the organization, its goals and the communities affected by the bid. It implies the ability to work effectively with a wide cross-section of the community representing diverse backgrounds, cultures and socio-economic circumstances, and divergent goals.

## RELATIONSHIPS / CONTACTS

Reports to: Administration Officer

Contacts: Bid Team members (extended and core), committee members, vendors, regulatory agencies, Councillors, MLA's and visitors

## SALARY:

Commensurate with experience and qualifications

## HOURS OF WORK:

Office hours are generally 8:30 a.m. to 4:30 p.m., Monday to Friday, with a 35 hour work week. Given the nature of the project, flexibility will be required and additional hours may be required from time-to-time.