

POSITION TITLE:	Accounts Assistant	DEPT./DIV.	Administration & Finance
REPORTS TO:	Director, Administration & Finance	BRANCH:	Accounts
GRADE LEVEL:	D	LOCATION:	Headquarters
ASSOCIATION:	Civilian	DATE:	Sep. 30/04
		HOURS OF WORK:	35 hr/wk Mon-Fri Days

GENERAL PURPOSE:

To process accounts payables and receivables and other administrative functions within the Finance Branch.

MAJOR RESPONSIBILITIES:

Processes and verifies accounts receivables; inputs data; generates reports; and prepares bank deposits. Forwards all required documentation to the Region of Waterloo, Accounts Department.

Processes accounts payables, including cheque requisitions; inputs data; communicates with suppliers if invoice or payment discrepancies occur.

Accesses the Regional SFG & RAP programs to locate invoice information and produce reports for branches upon requests such as monies remaining in cost centres. Utilizes Q & A and/or Excel to produce detailed information describing the expenditures.

Processes all member submissions for reimbursements under collective agreements into payroll system for next available pay period. Monitors the Routine Order postings for transfers to add or delete employees eligible for parking passes at Division #1; faxes names to various parking owners and notifies employee when pass is ready for pickup. Maintains listing of staff clothing allowance eligibility and entitlements.

Expense codes monthly purchase card statement, batches and forwards to Regional Accounting in a timely manner.

Processes manual cheques up to \$500.00; codes, enters information into Excel program and sends copies to Region.

Bills applicable prisoner escorts to the Ministry of the Attorney General, via the Crown Attorney's Office; prepares related statistical reports.

Administers \$1700 petty cash fund for Headquarters; verifies and cost codes all divisional and branch petty cash funds. Enters into computerized spreadsheet and produces reports upon request. Receives seized property monies and prepares bank deposit.

Processes staff tuition payments, calculates and issues advances for police sponsored courses eligible to members. Reconciles all expenses incurred against advances provided. Maintains and updates records using an Excel spreadsheet to track budget monies spent to date as it relates to training, conferences and conventions. Maintains a shared Excel file with the Secretary, Training to track staff attendance on training courses, seminars and workshops.

Co-ordinates annual sale of Canada Savings Bonds; provides information to members; and maintains on payroll administrative records.

Maintains financial records and prepares reports relating to the school board School Safety Patrol Fund; VISION 2000 project, and sells occurrence reports cards to insurance companies. Records police recruit testing fees of \$50, monies for police records checks and video taping requested through detectives or specialized branches. Receives monthly statements from the Police Reporting Centre for checking and matching prepaid cards and cheques to statements. Codes the statement and forwards to Region for invoicing. Prepares deposits of all cheques and cash received.

Submits invoices to provincial government for reimbursement of cost recovery expenses incurred by special investigative projects.

Keeps a copy of all related PRIDE police service (Stratford, Guelph, Brantford) wages, benefits and expenses for quarterly invoicing to the applicable police services who share the computerized RMS system. Calculates percentage for each service based on information set out by the Computer Services supervisor. Accesses the regional Banner payroll computerized program and enters information into Excel; forwards invoices to Finance Director for approval before sending to Region for individual PRIDE police service billings.

Sorts office mail; maintains filing systems; sends faxes; photocopies; and performs other clerical duties as required.

Places service calls for all police service typewriters, fax machine and word processors; updates repair records. Collect statistics for photocopier usage and provide service vendor with numbers.

Performs occasional relief in the absence of the Benefits Assistant and the Payroll Assistant within the Finance Branch.

RESPONSIBILITY FOR MATERIAL/FINANCIAL RESOURCES:

Manages petty cash float in the amount of \$1700. Places service calls for all police service typewriters, fax machines and word processors; updates repair records. Receives revenue; regularly prepares bank deposits. Responsible for counting cash in possession. Ensures that a personal computer and adding machine used for own work is maintained in good working condition. Issue monies for approved petty cash requests if less than \$60.00. Is the custodian of up to twenty-five (25) pre-authorized manual cheques valued at \$500.00 each, to be issued as authorized by the Director, Administration & Finance.

NATURE & IMPACT OF ERROR:

Errors in recording of financial information could result in errors in payments, invoices or balances.

RESPONSIBILITY FOR SUPERVISION OF STAFF & OTHERS:

The incumbent has no formal responsibilities for supervision of staff and others.

CONTACTS & HUMAN RELATIONS:**Internal:**

Receives daily direction and guidance from the Director, Finance & Administration. Has daily contact with immediate co-workers within the Branch. Has regular contact with staff from all areas of the police service in person, by phone, fax, Intranet, mobile data terminal and e-mail to obtain, provide and clarify information and entitlement under collective agreements, exchange information regarding petty cash, clothing allowance and dry cleaning entitlement, loans, personal education loans, and to arrange for urgent manual cheques.

Has regular contact with the Secretary, Training Branch in relation to the issuance of cheques for course/seminar and workshop attendance. Has regular contact with the Clerk, Purchasing to match packing slips with invoices. Has regular contact with the Chief's Administrative Executive Assistant in relation to requests for urgent manual cheques required immediately for plainclothes officers working on special investigations, requiring ongoing meal allowance exceeding petty cash limits. Has frequent contact with the Divisional Administrative Assistants about Divisional Petty Cash transactions. Interacts with Computer Services in relation to integration of Regional software programs used to perform own job.

External:

Has daily contact with staff from the Region of Waterloo Finance Branch in relation to invoicing, revenue, discrepancies, coding account numbers, Banner, Q & A RAP, computerized reporting mechanisms, and accounts payable and receivable issues. Has contact with banks when depositing revenue. Has contact with suppliers, businesses, vendors and service personnel regarding discrepancies with accounts payable or receivable or about equipment repairs and services. Has contact with the Crown Attorney's office about prisoner escort documentation. Has frequent contact with staff from various external parking owners to arrange for parking passes at various lot locations for Division #1 personnel.

EFFORT (Mental/Physical):

Follows well-defined guidelines regarding policies, practices and standards established for the WRPS Finance Branch and Region of Waterloo financial guidelines and standards and general accounting principles and procedures, including bank account reconciliation to perform job related tasks.

Receives work assignments from the Director, Finance & Administration. Refers to collective agreements, and past policies and procedures or refers unique situations to the Director where collective agreement payment issues are vague, such as meal allowance under unusual circumstances, or where manual cheques are urgently required.

Works to unplanned reactive events such as transfers and hires or leaves. Occasionally is required to prepare last minute emergency manual cheques for police investigators who are required to fly across the country on escorts, participate in special investigations to pick up prisoners.

Incumbent performs audit functions to ensure members have submitted requests for reimbursement for expenditures as per prescribed collective agreements.

Responds to calls from suppliers not yet paid for services rendered and then searches in various locations for information including computerized systems. Checks packing slips against invoices; and may need to initiate stop payments and have affidavits produced.

Heavy visual and mental concentration, attention to detail, and manual dexterity are required when using a personal computer; when doing calculations using the adding machine; when doing cost centre coding; when counting money; when entering data into Banner; when checking invoices; when comparing monthly credit card statements against receipts; and, when producing various statistical reports and information upon request.

WORKING CONDITIONS:

Work is performed in an open concept office, subject to continual interruptions from members requesting petty cash payments, inquiring as to status of entitlements under collective agreements. Due to location of desk, incumbent is exposed to background noises such as phone calls, noise and distractions from people who walk into the office area to speak to the Finance Benefits and Payroll Clerks, and/or the Finance Manager. Incumbent is required to travel to banks to make deposits.

Contacts are occasionally impatient and unreasonable if reimbursements such as meals and parking are late, requiring the incumbent to be polite and tactful as well as informative.

Works to constant deadlines so that revenue can be deposited, items budgeted into correct cost centre and month; clothing allowance letters sent re entitlement so officers don't overspend; to advise of tuition approvals prior to course start date.

Works is completed to have cheque requisitions prepared and invoices processed and signed by supervisor for noon hour courier delivery to the Region to meet their cheque processing deadline. Incumbent prepares revenue so that supervisor can deliver to bank on Thursdays. Plans work activities to ensure petty cash sufficient supply on hand, or to replenish to coincide with Thursday's cheque runs.

SKILL:

a) Knowledge:

Basic knowledge of reading, writing, mathematical and communication skills, normally acquired through the attainment of an Ontario Secondary School Diploma or equivalent as determined by the Ontario Ministry of Education.

Knowledge of basic accounting principles and practices with a general understanding of financial accounting related to accounts payable and accounts receivable functions in a computerized accounting environment, normally acquired through completion of specific courses through a Bookkeeping/Accounting diploma program at a community college level or a combination of education and directly related experience in a general accounting field.

Knowledge of Region of Waterloo accounting policies and procedures, Waterloo Regional Police Services policies, practices, and procedures; general understanding of Generally Accepted Accounting Principles; and legislation including the Workplace Safety and Insurance Board Act, Pension Benefits Act, Police Services Act, OMERS Act, Income Tax Act, and Employment Standards Act, including WRPS senior officer, uniform and civilian collective agreement entitlements.

Knowledge of standardized office procedures and processes, filing and file management, proficient keyboarding skills, data entry, and document organization, normally acquired through two years previous general secretarial experience, including experience in letter and memo composition.

Skill in the operation of a personal computer and knowledge of software programs such as Accounts Receivable/Payable Bookkeeping Software such as SFG, Q&A, Microsoft Word, Excel, Banner, Lotus Notes and E-mail, and the WRPS PRIDE Records Management System e-mail system. Ability to operate a fax machine, photocopier, adding machine, shredder, and other related office equipment.

Ability to reference procedures of the Waterloo Regional Police Service Workplace Safety and Insurance Board Act, Pension Benefits Act, Police Services Act, OMERS Act, Income Tax Act, and Employment Standards Act, including senior officer, civilian and uniform collective agreement entitlements, letters of understanding, following clear guidelines to perform job related tasks, complying with the Records Retention Schedule and the Municipal Freedom of Information & Protection of Privacy Act.

Ability to identify, resolve and troubleshoot account receivable and payable discrepancies and contractual and computerized related issues.

Knowledge of WRPS organizational structure, chain of command, branch functions and related paper flow processes.

Communication, interpersonal and customer service skills to clearly and concisely provide explanations and information to police members; to resolve billing and invoice discrepancies; to explain collective agreement entitlements and policies; to provide assistance to others; to draft routine correspondence and faxes; and to represent the police service in a positive, professional manner.

Ability to occasionally travel within the Region to make bank deposits at financial institutions or pick up documentation from the Region of Waterloo Finance Department.

Ability to meet police security clearance requirements and to maintain confidentiality.

Ability to participate as an effective team member and to support and project values compatible with the organization.

Ability to meet testing requirements for the position.

b) Language Communication (Written & Verbal):

Ability to verbally communicate with members to explain and clarify collective agreement criteria in response to requests for reimbursements; and answer questions in regards to loan agreements or Canada Savings Bonds.

Ability to write routine correspondence to police service members regarding collective agreement benefits such as personal tuition loans, plainclothes entitlement, dry cleaning, and related documentation. Ability to draft routine faxes.

Reads related Information Postings, Routine Orders and Policies and Standing Orders, collective agreements and memorandums of agreement, including policies and procedures manuals to stay abreast of issues affecting the Finance Branch. Ability to read packing slips, purchase orders, invoices and bank statements.