

<b>POSITION TITLE:</b>	Accounts Assistant	<b>DEPT./DIV.</b>	Administration & Finance
<b>REPORTS TO:</b>	Director, Administration & Finance	<b>BRANCH:</b>	Accounts
<b>GRADE LEVEL:</b>	D	<b>LOCATION:</b>	Headquarters
<b>ASSOCIATION:</b>	Civilian	<b>DATE:</b>	May 2008
		<b>HOURS OF WORK:</b>	35 hr/wk Mon-Fri Days

**GENERAL PURPOSE:**

To process accounts payable and receivable, employee expenses and other financial duties as assigned.

**MAJOR RESPONSIBILITIES:**

Processes accounts payable, including cheque requisitions; verifies, inputs data and communicates with suppliers if invoice or payment discrepancies occur before a makeup payment is processed. Accesses the Oracle Financial system to obtain information as to when an invoice/cheque requisition has been paid when requested by external and internal sources. If required, initiates stop payments and has affidavits produced. Accesses the Oracle Financial system to complete journal voucher adjustments to general ledger budget accounts and to process inter-departmental payments to other Regional departments.

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

Processes all employee submissions for reimbursements under collective agreements into the Banner payroll system for next available pay period including overtime and out-of-town meal allowances, casual parking, return to work medical form reimbursements, meeting expenses, recruit clothing allowances, mileage and other miscellaneous expenses. Calculates and issues advances for police sponsored courses eligible to employees. Reconciles all expenses incurred against advances provided. Receives documentation and maintains a shared Excel file with the Secretary, Training Branch to track staff attendance on training courses, seminars and workshops in order to meet payroll deadlines for reimbursement and payment of registration fees, taking advantage of discounted rates whenever possible.

Keeps a copy of all related invoices for PRIDE police service (Stratford, Guelph, Brantford) extracts and compiles data of wages, benefits and expenses for quarterly invoicing to the

applicable police services who share the computerized Niche/CAD, and recoverable RMS system. Calculates percentage for each service based on information set out by the Information Technology supervisor. Accesses the regional Banner payroll computerized program and enters information into Excel; forwards invoices to Finance Director and IT Director for approval before sending three copies to Region for individual PRIDE police service billings.

Keeps track of all related expenses, copies, calculates, prepares and submits invoices to provincial government for reimbursement of cost recovery expenses incurred by special investigative projects.

Maintains listing of staff clothing allowance eligibility and entitlements to accurately reimburse the eligible amount on the Banner payroll system. Monitors the Routine Order postings for transfers to add or delete employees eligible for clothing allowances.

Monitors the Routine Order postings for transfers to add or delete employees eligible for parking passes at Division #1 and Court Services. Maintains updated lists of which parking lots employees and their vehicles are assigned to in coordination with parking property management companies and notifies employee when pass is ready to pickup.

Processes payments for Band and Chorus quarterly honorariums, and Special Investigation Analyst and Children's Safety Village independent consultant according to a bi-weekly deadline schedule; calculates payment to coordinate with WRPS collective agreement increases; provides recipients with an annual letter for income tax purposes.

Accesses Scotiabank's Pathway Net for member purchase card queries. Monitors Routine Order postings for transfers to order or cancel member purchase cards and keeps updated listing of card holders and their limits. Reports compromised cards immediately. Delivers monthly purchase card statements, collects return statements with receipts in a timely manner from card holders, expense codes them and forwards to Regional Accounting prior to the month end deadline.

Accesses the on-line Bell Business Portal to produce monthly summary statements for matching invoices for payments. Accesses MapQuest to determine mileage reimbursements; accesses U.S. exchange rates sites for police course reimbursements; accesses Hi-Speed Internet invoice for monthly payment.

Accesses the Regional Oracle Financial and Crystal Reporting Systems to locate information and produce reports for branches upon request such as monies remaining in cost centres and supplying such reports to the Director, Finance & Administration upon request for budget auditing and Police Services Board approval purposes. Accesses the Niche RMS system to query towing bill occurrences to determine authorization location for billing and for any other occurrence related invoices.

Administers \$2,000 petty cash fund for Headquarters; verifies, cost codes for all divisional and branch petty cash funds. Enters into computerized Excel spreadsheet and produces reports to the Region for replenishment of funds.

Receives large sums of cash from the Sergeant and Clerk in the Evidence Management Branch, from proceeds of crime: counts, verifies and prepares monies for deposit. Prepares cheque requisitions to turn money over to Government Agencies from proceeds of crime as required.

Throughout the year, receives found/seized money from Seized Property for deposit. Weekly receives large amount of cash from Reception for police record checks and insurance summaries. Weekly receives cheques from the Alarm Co-coordinator for registration fees.

Receives monthly cheques and cash from the Police Reporting Centre for insurance related fees. Verifies, issues receipts, cost codes, balances to statements, and prepares bank deposits. Sends reports for all receivables to Regional Treasury.

Invoices the Crown Attorney's Office for quarterly disclosure costs.

Maintains and updates records using an Excel spreadsheet to track budget monies spent to date as it relates to training, conferences and seminars for the Chief and Deputy Chiefs.

Co-ordinates annual sale of Canada Savings Bonds; provides information to members; forwards forms to Regional payroll and maintains increases and decreases of CSB payroll deductions on the Regional Banner Payroll system.

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.

Places service calls for all police service typewriters, keeps inventory records and updates repair records.

Maintains filing systems; sends faxes; photocopies; and performs other clerical duties as required.

Performs occasional relief depending on workload or in the absence of the Benefits Assistant, the Payroll Assistant or the Clerk, Finance Support within the Finance Branch.

Performs other related duties as assigned.

**RESPONSIBILITY FOR MATERIAL/FINANCIAL RESOURCES:**

Manages petty cash float in the amount of \$2,000 and issues money for approved petty cash requests if less than \$75.00. Responsible for counting cash in possession.

Periodically receives large amounts of cash of up to \$200,000 per deposit from proceeds of crime; counts, verifies and prepares for deposit. Receives revenue; regularly prepares bank deposits.

Completes accurate payment of invoices; cheque requisitions which can include registration fees, memberships, reimbursements for external services; employee payroll reimbursements; journal voucher payments and adjustments; purchase card coding and auditing.

Places service calls for all police service typewriters, fax machines and word processors; updates repair records. Ensures that a personal computer and adding machine used for own work is maintained in good working condition.

**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, and loans.

Has regular contact with the Secretary, Training Branch in relation to the issuance of registration cheques for course/seminar and workshop attendance and to issue timely reimbursements of employee advanced expenses through payroll. Has regular contact with the Clerk, Purchasing to match packing slips with invoices. Has frequent contact with the Divisional Administrative Assistants about Divisional Petty Cash transactions.

Has regular contact with Senior Management for clarification on purchase card expense coding and the IT Director to discuss PRIDE billing confirmations for billing purposes. Has periodic contact with the Chief's Executive Assistant and Deputy Chief's Secretary to confirm per diem's and other related expenses. Has sporadic contact with the Sergeant and Clerk, Evidence Management to receive large sums of cash from proceeds of crime, to count, verify and prepare monies for deposit.

**External:**

Has daily contact with staff from the Region of Waterloo Finance Branch in relation to invoicing, revenue, discrepancies, coding account numbers, Banner, Oracle Financial, Crystal 7 Designer or Financial Crystal Reports, 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 frequent contact with staff from various external parking owners to arrange for parking passes at various lot locations for Central Division 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.

Works to unplanned reactive events such as transfers and hires or leaves.

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 occasional interruptions from members requesting information, and 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 Assistant, Clerk, Finance Support, Payroll Assistant, and/or the Director, Finance & Administration.

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. Occasionally investigates vendor errors to ensure correct payment of invoices which may require a complete report of all payments and cheques processed and cancelled.

Works to year end deadlines for all budgets to ensure current year invoices are paid or accrued and that all members' expenses are paid in the year they are expensed and ensuring the following year's expenses are held for payment in the proper year. 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 over-spend; to advise of tuition approvals prior to course start date. Works to complete special investigation government invoices to their year end deadlines. Works to complete the quarterly PRIDE billings to keep the shared partners apprised of costs and reimbursements are delivered sooner.

Work 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 sufficient petty cash supply on hand, or to replenish to coincide with Thursday's cheque runs.

May be exposed to some unpleasant odors when counting proceeds of crime cash.

**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 Police Services Act, Income Tax Act, and 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 Region of Waterloo Oracle Financial, Crystal 7 Designer, Financial Crystal Reports, Microsoft Word and Excel, Banner, Lotus Notes and E-mail, the WRPS e-mail and Niche Records Management Systems. 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, Police Services Act, and Income Tax Act, including senior officer, civilian and uniform collective agreement entitlements, letters of understanding. Follows 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 accounts 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 or deliver documentation at other Region of Waterloo facilities.

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

Ability to participate as an effective team member. Must have an understanding of the WRPS Shared Vision Statement, including the Ideals of Excellence, and mission statement. Must know and display throughout daily activities the WRPS core values.

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.

Ability to read 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.