



Title: Financial Accounting Clerk 3

Location: Kelowna, BC

Duties & Responsibilities

Job Descriptions are intended to describe only the principal duties and responsibilities of a position. They are not meant to be either an inclusive or exclusive list of all work, tasks and functions of any particular job.

1. Processes bank transactions daily for FortisBC and its subsidiaries including:
 - Preparing the daily bank deposits;
 - Entering/Processing data of various bank related transactions;
 - Reconciling various bank accounts; and,
 - Process stale dated cheques and other bank correspondence.
2. Maintains and balances the Miscellaneous Accounts Receivable module of SAP including:
 - Receiving invoice requisitions and related documentation from the various business units and producing the requested invoices including:
 - i. reviewing all documentation for accuracy and appropriate approvals;
 - ii. reviewing for compliance with various tax laws;
 - iii. distributing customer invoices and appropriate supporting documentation; and,
 - iv. maintaining and processing recurring invoice requirements.
 - Reconciling customer account balances and the associated accounts receivable general ledger accounts;
 - Process overdue accounts by distributing customer statements and dunning letters and by following up and corresponding with customers and the various FortisBC business units to resolve customer issues; and,
 - Reviewing and applying all cash receipts and collection agency related cash receipts.
3. Maintains and balances the Accounts Payable module of SAP including:
 - Receiving invoices, payment requisitions and interface files and related documentation from various business units and approving the requested invoices including:
 - i. reviewing all documentation for accuracy and appropriate approvals;
 - ii. reviewing for compliance with various tax laws;
 - iii. appropriate supporting documentation; and,
 - iv. maintaining and processing recurring invoice requirements.
4. Reconciling vendor account balances and the associated accounts payable general ledger accounts;
5. Process overdue vendor accounts by following up and corresponding with vendors and various business units to resolve vendor issues; and,
6. Maintains vendor master data.
7. Analyses, recommends and/or assists with implementing changes and enhancements in related department procedures.

8. Prepares journal vouchers as required.
9. Analyzes and prepares a variety of monthly account reconciliations for FortisBC and its subsidiaries, both in terms of current year actual to budget and current year to prior year variances.
10. Prepares working papers and analysis for the interim and year-end audit report requirements; responds to internal and external audit requests and inquiries.
11. Responds to a variety of inquiries. Compiles information in response to inquiries from management and external bodies such as the BCUC, external auditors, and government agencies.
12. Applies basic accounting principles as well as knowledge of internal accounting procedures and practices to accurately assess information and determine required action to be taken in resolving relevant problems and generating desired results. Acts as a resource for procedural matters to other staff within the organization.
13. Prepares and processes monthly commodity tax remittances.
14. Performs duties of a minor nature related to the above which do not affect the rating of the job.

Qualifications

1. Completion of a Certificate in Accounting or Finance from a recognized accredited post-secondary institution.
2. Three (3) years experience in accounting at an intermediate level including at least one (1) year with an emphasis on financial analysis.
3. Excellent interpersonal and verbal communication skills, including the ability to:
 - Respond to difficult or demanding customer situations with tact and diplomacy; and
 - Take initiative in successfully resolving customer payment matters.
4. Ability to independently plan, prioritize and coordinate a diverse set of activities to consistently meet targets in an environment that includes changing priorities, time demands and frequent interruptions.
5. Ability to write concise, clear and grammatically correct communications (letter, memorandums, summaries, etc.) and present them in a professional and diplomatic manner.
6. Knowledge of ERP accounting systems (preferably SAP).
7. Intermediate level knowledge of Excel and other Microsoft Office applications.
8. Minimum typing speed of 40 words per minute.