

**Child Protection and Family Services Agency
Ministry of Education, Youth & Information
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE	Accounting Technician (Payables)
JOB GRADE	Level 5
POST NUMBER	
DIVISION	Finance & Accounting
REPORTS TO	Payment Supervisor
DIRECT REPORTS	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/Revised

STRATEGIC OBJECTIVE OF THE DIVISION

To provide the necessary and appropriate management and leadership of the finances and technological systems to ensure the achievement of the Agency's strategic objectives.

JOB PURPOSE

To ensure the validity, accuracy and authenticity of all bills, claims, invoices submitted and authorized for payment; and process payments and process all GCT certificates in accordance with FAA Act, FAA instructions, Government Accounting Policies and Procedures and Statutory requirements.

KEY OUTPUTS

- Purchase Orders prepared
- Payments prepared
- GCT certificates prepared
- GCT filed
- Audit schedules prepared
- Journal vouchers prepared
- Assigned financial reports prepared

JOB RESPONSIBILITIES

1. Check suppliers' invoices for applicable statutory requirements (TRN, GCT, TCC).
2. Verify the accuracy of suppliers' invoices and see to their correction if necessary
3. Compare purchase orders to suppliers' invoices to verify the payment amount due and receipt of the goods purchased.
4. Code supplier invoices and verify that they have been properly approved for payment; obtain outstanding approval.
5. Verify the accuracy and validity of claims for grants and special grants
6. Verify the accuracy and validity of Foster care claims, ensuring that cancellations and additions are entered.
7. Process all utility bills for payment:
 - Collate bills
 - Check for trends and unexplained changes in usage
 - Check telephone bills for accuracy and to identify where limits are exceeded and improper personal calls
8. Process rent payments checking against contractual agreements

9. Prepare purchase orders as required and follow up as necessary with the CPFSA originating department to receive the invoice for payment
10. Input data on suppliers' invoices and other expenditure and credit notes to the relevant accounting system
11. Print un-posted register for review by the Accounting Officer
12. Print payment vouchers and secure all relevant signatures, and submit to the Cashier for payment
13. Sign all cheques using the cheque signing machine in keeping with MoFP requirements
14. Ensure that due care and appropriate checks are applied to all processing in order to reduce the risk of errors, including duplicate payments.
15. Handle internal and external accounts payable inquiries.
16. Maintain accounts payable files and records.
17. Prepare journal vouchers as required
18. Assist with the preparation of Audit schedules.
19. Assist in the collation of financial data and in the preparation of ad hoc reports
20. Generate GCT certificates for each invoice paid by:
 - collating daily expenditures and preparing copy invoices
 - entering invoices to the Tax Administration online portal to generate a GCT certificate (in triplicate), dispatching the original to the Supplier and maintaining a file with the 3rd copy
 - collating the 2nd copy for entry in the Agency's Accounting system and filing to the Tax Administration online portal, monthly, within established statutory deadline
 - printing the un-posted register for review
 - preparing payment vouchers
 - obtaining the requisite signatures
 - submitting to the Cashier for payment
 - preparing the required documentation to the Tax Administration Department
21. Perform any other duties that may be assigned from time to time

PERFORMANCE CRITERIA

- Purchase Orders prepared accurately and within established deadlines and limits
- Payments prepared accurately and within established deadlines
- GCT certificates prepared accurately and within established deadlines
- GCT filed within established deadlines
- Audit schedules prepared accurately and within established deadlines
- Journal vouchers prepared accurately, with required signatures and within established deadlines

- Assigned financial reports prepared accurately and within established deadlines
- Key deliverables are produced within agreed timeframes and to required standards
- Confidentiality and integrity are maintained

JOB DIMENSIONS (AUTHORITY, SCOPE AND IMPACT OF JOB)

- Access confidential information

QUALIFICATION & EXPERIENCE

- Associates Degree in Accounting or AAT Certification
- MIND or Government Accounting Level 2, Modules 1-5
- Minimum of two (2) years' related experience
- Experience in the Government sector would be an asset

REQUIRED COMPETENCIES

- Knowledge of FAA Act, FAA instructions, Government Accounting Policies and Procedures and Statutory requirements.
- Knowledge of the Executive Agencies Act
- Good knowledge of financial and accounting principles and practices
- Must display high level of integrity and professionalism
- Must have a keen eye for details
- Sound working knowledge of Microsoft Office Suite, especially Microsoft Excel and Word
- Excellent knowledge of the relevant accounting package and working knowledge of the payroll accounting package
- Excellent time management skills and ability to meet deadlines
- Good communication skills
- Good team and interpersonal skills
- Good analytical skills
- Good organizational skills and ability to prioritize work

WORK RELATIONSHIPS

Internally

Employees

Supervisors/Managers

Externally

Suppliers

Tax Administration Department

Foster parents

Private homes

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Required to work outside normal working hours as necessary to process high transaction volumes and meet Statutory and other critical deadlines.