

Financial Clerk – GTAT B

The **Financial Clerk** provides basic accounting and financial support through book-keeping, bill payment, ordering and financial reporting for the department.

Typical Duties may include some or all the following:

- Receive, process, and authorize for goods and services ordered and received using the appropriate payment or purchase order process in accordance with university policies. Track and follow up on outstanding orders and maintain accurate purchasing records.
- Ensure all purchases are properly authorized, coded, and compliant with internal and external funding guidelines, rules and regulations
- Maintain supplier databases, obtain quotations, and serve as the department's procurement resource
- Liaise with suppliers (and/or Purchasing Services) regarding special requests.
- Monitor and reconcile departmental accounts monthly; investigate and resolve purchase and payment discrepancies as directed by supervisor
- Work with faculty and staff on new grants/contracts to ensure effective reporting mechanisms are initiated and financial reporting requirements are understood and followed.
- Prepare journal entries, correct coding errors, and manage internal chargebacks
- Maintain auditable financial records and ensure compliance with granting agency requirements
- Manage petty cash and process departmental revenue (e.g., key deposits, service invoices)
- Review and process personal expense and travel claims for accuracy and eligibility
- Assist with travel bookings, cash advances, and professional development reimbursements
- Assist in month-end, quarterly, and year-end financial reporting and reconciling accounts/grants
- Act as the department's customs and courier contact
- Respond to routine inquiries from faculty, staff, students, and visitors

Decision Making/Accountability:

Work is repetitive and follows standard practice which is straightforward and easily understood. Employee may make minor decisions on sequence or correctness. Responsible for processing.

Contacts/Interpersonal Skills:

Contacts and interactions may include employees within and beyond immediate work area or research project, contacts within the campus environment. Required to secure, present, or discuss ideas or data pertinent to assignment.

Supervision Received:

Works under frequent supervision and guidance in carrying out work defined by standard practice or established procedure. All significant deviations are referred to supervisor.

Supervision Exercised:

None

Working Environment:

Typical office environment using regular computer units. Longer than usual concentration required when working financial information. May experience interruptions and occasional verbal abuse.

Minimum Qualifications:

- 6-9 months of previous experience in bookkeeping, accounts payable/receivable, or similar role.
- Some experience and exposure to an office or similar clerical work. Some experience with word processing and excel spreadsheets.
- 2-year college diploma in business administration or finance