

# SOUTHERN RAILWAY OF BRITISH COLUMBIA



## Job Description



|                             |                                     |                                |
|-----------------------------|-------------------------------------|--------------------------------|
| <b>Job Title</b>            | <b>Accounting Clerk</b>             | <b>Job Group: 07</b>           |
| <b>Work Location:</b>       | <b>Head Office, New Westminster</b> |                                |
| <b>Division/Department:</b> | <b>Finance</b>                      |                                |
| <b>Reports to:</b>          | <b>Accounting Manager</b>           |                                |
| <b>Status:</b>              | <b>Full-time</b>                    | <b>Affiliation: Non-exempt</b> |

### Duties & Responsibilities:

- Prepare various month end accruals, journal entries, bank reconciliations, freight revenue reporting, car repair reporting, car hire reporting, account reconciliations and sales tax reporting.
- Prepare monthly freight revenue journal entries.
- Review prior month adjustments, prepare and enter journal entries to record.
- Review current month revenue prepared by Freight Revenue Clerk to audit & balance.
- Prepare and enter freight revenue journal entries for SRY & SVI.
- Prepare various revenue reports for Finance/Business Development departments.
- Prepare and enter various month-end journal accrual entries for car repair, payroll, and rentals.
- Perform bank account reconciliations for SRY & SVI.
- Daily record bank transactions and provide deposit information to A/R clerk.
- Download bank statements and cleared cheque reports from banking site.
- Reconcile bank statements to G/L and record bank interest due on accounts.
- Prepare and enter journal entries for transactions not generated by A/P or A/R.
- Extract A/R activity for the month and balance to aged report.
- Prepare and enter journal entries to record freight/demurrage A/R in Enterprise Resource Planning (ERP).
- Run Business Intelligence reports for car hire.
- Calculate/estimate car hire revenue for SRY fleets and prepare to enter journal entries.
- Calculate/estimate car hire expense and prepare to enter journal entries.
- Extract interline switching data and upload for monthly settlement and balance to monthly switching invoices.
- Download payables, reconcile and prepare settlement detail for A/R clerk.
- Record and process car hire claims received for the month.
- Review the claims and approve/decline based on car hire rules.
- Respond to road issuing claim; enter approved claims in web-based car hire program.
- Review car hire estimate/final reports for issues, discrepancies and invalid reclaims.
- Perform weekly audit of car hire reclaims based on Business Intelligence report.
- Perform payroll and account reconciliations, as assigned.
- Run Accounts Payable and inventory reports in ERP after month-end.

- Investigate discrepancies; prepare and enter journal entries as necessary based on account reconciliations.
- Review tax reports for incorrect application of sales taxes.
- Follow-up and record adjustment to correct sales tax on payable vouchers and customer invoicing.
- Follow-up with A/P clerk / A/R clerk to ensure correct understanding of tax application if necessary.
- Keep up-to-date with tax legislation/interpretation and changes.
- Prepare tax reporting for SRY & SVI.
- Download detail from G/L for GST & PST; prepare tax reporting and reconcile to G/L.
- File any necessary adjustments and maintain detailed records.
- Report to Provincial/Federal government and prepare payment requisition for Mgr, Banking, Credit & Payroll.
- Prepare car hire expense reports and KPI based on web-based provider car hire reports.
- Prepare and enter month end journal entries for prepaid expenses, deferred rent etc. as listed in detailed job notes.
- Assist with budget and variance analysis related to car hire revenue/car hire expense.
- Confirm and record month-end exchange rate.
- Maintain compliance with all company policies and procedures
- Perform related duties as assigned by supervisor.

**Education and/or Work Experience Requirements:**

- High school diploma or GED required.
- Accounting Diploma from a recognized post secondary institution and/or is a CPA student.
- Two (2) to 4 years of related field experience or an equivalent combination of education and experience.
- Excellent computer proficiency MS Office (Word, Excel, Outlook).
- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers.
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service.
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.

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|-------------------------|--|-----------------------|
| <b>SRY HR Approval:</b> |  |                       |
| <b>MoveUp Approval:</b> |  | <b>Approval date:</b> |