

# SOUTHERN RAILWAY OF BRITISH COLUMBIA



## Job Description



<b>Job Title</b>	<b>Freight Accounting Clerk</b>	<b>Job Group: 06</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 freight revenue data, auto unloading revenue and invoices, prepare and enter journal entries, perform reconciliations and audit freight revenue reports.
- Prepare monthly freight revenue data.
- Review prior month adjustments and reconcile estimated/reported revenue.
- After month-end extract switching and freight revenue data.
- Prepare spreadsheet for total revenue for SRY & SVI. Once final, prepare summary for Business Development department and Freight Accounting Clerk.
- Complete Statistics Canada monthly survey based on freight revenue reporting.
- After month-end perform comprehensive audit of freight ratings and Supertrip report.
- Notify billing/customer service department of unrated/estimated waybills. Review unsettled waybills reports and prepare listing for follow-up by Business Development. Review settled waybills reports for potential overcharge claims and adjustments.
- Enter overcharge claims on spreadsheet and forward details to Business Development.
- Enter claims, adjustments, below minimum clearances in Enterprise Resource Planning (ERP) as necessary.
- Generate monthly car repair invoices in car repair billing system.
- Prepare monthly auto unloading revenue reporting and corresponding journal entries.
- Prepare invoice requisitions/upload for A/R related to auto transloading and storage.
- Review invoices received for auto unloading and reconcile with accruals.
- Record daily locomotive fuel/oil use.
- Record daily Interline Settlement funds transfer from online reports to excel spreadsheet.
- Perform account reconciliations as listed.
- Investigate discrepancies; prepare and enter journal entries as necessary based on account reconciliations.
- Download & save monthly car hire payable estimate/actual reports from web-based provider.
- Maintain compliance with all company policies and procedures.
- Perform other 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 is preferred.
- Two (2) to 4 years experience in a related or similar field OR a combination of education and experience.
- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers.
- Excellent computer proficiency (MS Office: Word, Excel, Outlook and an inventory control software).
- 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.

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