

Accounting Clerks

Occupational Family/Code – Finance and Revenue: FAC

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Occupation Summary	Selection of Competencies	Knowledge	Skills	Personal Attributes
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Accounting Clerks perform a variety of clerical tasks such as typing and filing and accounting tasks in areas such as accounts payable, accounts receivable, payroll, benefits, assets, liabilities, supervision of staff or analysis of financial information.

Entry Level

Accounting clerks at the entry level typically perform duties requiring a general familiarity with automated bookkeeping methods and techniques and basic accounting principles.

Intermediate Level

Accounting clerks at the intermediate level typically maintain records of accounting functions such as payroll, assets or liabilities. There is some responsibility for making independent decisions and judgments based on accounting regulations and procedures.

Senior Level

Accounting clerks at the senior level typically supervise other accounting clerks and/or maintain accounting functions for specific government programs. At this level, tasks are of greater complexity. This is due to the variety of transactions and the performance of duties which involves situations not necessarily governed in detail by established procedures.

NOTE TO USER:

The following competencies were identified by accounting clerks in all classification levels. To ensure ease of competency selection for the recruitment and selection process for this occupational group, we have identified the competencies as entry, intermediate and senior. As a guideline:

- entry (E) level is typically classified as levels 3-4
- intermediate (I) is 4–5
- senior (S) is 6–7

Supervisory responsibilities generally move the position to the senior classification level.



Knowledge

Knowledge is the baseline of information acquired through work and life experiences, learning situations and formal education which enables an individual to perform from an informed perspective.

Acts/Regulations/ Legislation

- Knowledge of applicable acts, regulations, policies, procedures, contracts and agreements. **(All levels – Learn)**
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Theories/Principles

- Knowledge of applicable accounting principles and/or procedures. **(All levels – Bring)**
 - Knowledge of human resource management principles and practices. **(S – Learn)**
 - Knowledge of human resource management practices, including strategies to recruit, support and sustain a diverse workforce. **(Bring - Supervisors only/Learn)**
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Technical

- Knowledge of applicable computer hardware, software packages and databases. **(E & I – Bring/Learn, S – Bring)**



Skills

Skills are those demonstrated abilities, or proficiencies which one has learned from their past. These are acquired/developed from past work and life experience, including volunteer work, independent study, life events, community and leisure activities, and formal training.

Skills are demonstrable, measurable and are transferable from one situation to another.

Communication

- Ability to clearly and concisely compose and/or edit correspondence, reports and manuals to request or provide information. **(E – Bring/Learn, I & S – Bring)**

Personal attributes which may link with this skill statement include: accurate, precise, diplomatic, discreet...

- Ability to verbally provide clear, concise and accurate explanations of policies, procedures, entitlements and other information. **(All levels – Bring)**

Personal attributes which may link with this skill statement include: accurate, precise, diplomatic, discreet...

Leadership

- Ability to provide information and explain procedures to new employees to help them achieve set objectives. **(E – Bring/Learn)**

Personal attributes which may link with this skill statement include: open-minded/objective, confident, independent...

- Ability to objectively evaluate work performance while encouraging employees to meet set work goals and standards. **(I & S – Bring/Learn)**

Personal attributes which may link with this skill statement include: objective, open-minded, confident...



- Ability to instruct, guide, coach and encourage others to enhance their job performance and further develop their skills.

(I & S – Bring/Learn)

Personal attributes which may link with this skill statement include: open-minded, objective, patient...

- Ability to assign work to others taking into consideration priorities, employees' workloads and skills and the work that needs to be accomplished. **(I & S – Bring/Learn)**

Personal attributes which may link with this skill statement include: patient, adaptable, creative...

- Ability to fairly and objectively select qualified candidates in accordance with clearly stated job requirements.

(I & S – Bring/Learn)

Personal attributes which may link with this skill statement include: objective, conscientious...

- Ability to provide clear, concise instruction on detailed material to individual and/or groups of employees to enhance skills and improve job performance. **(S – Bring/Learn)**

Personal attributes which may link with this skill statement include: open-minded, objective, patient...

- Ability to guide and coach a diverse group of employees, that results in a team that can meet its goals and objectives, while maintaining a healthy, productive, respectful and safe work environment that is free of discrimination.

(Bring - Supervisors only/Learn)

Personal attributes which may link with this skill statement include: respectful, supportive, empathetic...



Problem Solving

- Ability to identify and assess problems, explore options and implement appropriate solutions using applicable policies and guidelines. **(E – Bring)**

Personal attributes which may link with this skill statement include: creative, analytical, attentive to detail...

- Ability to identify, design and contribute to the development of new ideas and approaches that will improve work processes and systems **(I & S – Bring)**

Personal attributes which may link with this skill statement include: creative, open-minded, analytical...

Interpersonal

- Ability to calmly listen, assess and clarify problems and respond with options to clients, co-workers and/or vendors who may be angry, confused or upset. **(All levels – Bring)**

Personal attributes which may link with this skill statement include: diplomatic, objective, patient, confident...

- Ability to create an environment that recognizes, supports, respects and welcomes diversity of employees and clients. **(Bring - Supervisors only/Learn)**

Personal attributes which may link with this skill statement include: welcoming, objective, understanding...

Team/Independence

- Ability to work independently and work co-operatively with others in a team environment to establish, build and maintain positive work relationships and to ensure deadlines, goals and objectives are met. **(All levels – Bring)**

Personal attributes which may link with this skill statement include: flexible, dependable, reliable...



Organizational

- Ability to plan and organize a large volume of work taking into consideration frequent interruptions, and conflicting and changing priorities to meet tight deadlines. **(E – Bring)**

Personal attributes which may link with this skill statement include: organized, independent, adaptable...

- Ability to continuously plan, prioritize and organize a large volume of tasks and projects for self and/or others taking into consideration frequent interruptions, and conflicting and changing priorities to meet strict deadlines. **(I & S – Bring)**

Personal attributes which may link with this skill statement include: organized, adaptable, analytical...

- Ability to maintain and archive hard copy or electronic records management systems in order to quickly locate and retrieve information when needed. **(E – Bring)**

Personal attributes which may link with this skill statement include: organized, accurate, precise...

- Ability to design, establish, maintain and archive hard copy or electronic records management systems in order to quickly locate and retrieve information when needed. **(I & S – Learn)**

Personal attributes which may link with this skill statement include: discreet, organized, accurate/precise...

Analytical

- Ability to accurately compile, calculate and summarize data to make adjusting entries, complete and/or approve financial statements, amortization, year end schedules, forecasts and the budgets. **(All Levels – Bring)**

Personal attributes which may link with this skill statement include: analytical, attentive to detail...



- Ability to examine, understand and appropriately apply portions of acts, regulations, agreements, policies, contracts and procedures to accounting related issues. **(E & I – Bring)**

Personal attributes which may link with this skill statement include: analytical, accurate, attentive to detail...

- Ability to compare, recognize, and correct discrepancies within multiple sets of data in order to balance financial data and ensure integrity. **(E – Bring)**

Personal attributes which may link with this skill statement include: attentive to detail, analytical, accountable...

- Ability to review, identify or determine discrepancies/trends in financial, statistical and other related data to prepare reports such as revenue/expenditure forecasts, doubtful accounts and/or to rectify errors in a timely and accurate manner. **(I & S – Bring)**

Personal attributes which may link with this skill statement include: organized, accurate, precise...

- Ability to check and verify documentation for completeness and accuracy in accordance with applicable policies and procedures. **(E & I – Bring)**

Personal attributes which may link with this skill statement include: conscientious, attentive to detail, accurate...

- Ability to seek out, gather and compile relevant information to produce and/or maintain reference manuals, financial, statistical and other related reports, and to respond to inquiries. **(I – Bring)**

Personal attributes which may link with this skill statement include: analytical, organized, attentive to detail...

- Ability to examine, understand and appropriately apply complex and sometimes conflicting policies, agreements, contracts, acts and regulations to daily operations. **(S – Bring)**

Personal attributes which may link with this skill statement include: attentive to detail, accurate, precise...



- Ability to identify the need for (development/ modification/ implementation/ initiation/ recommendation) of new policies, procedures and controls to improve consistency, efficiency and ensure compliance to government regulations.
(S – Bring/Learn)

Personal attributes which may link with this skill statement include: analytical, attentive to detail...

Technical

- Ability to input, edit, update and retrieve information on a computer using various software packages and applications with accuracy and within established timelines.
(All levels – Bring)

Personal attributes which may link with this skill statement include: accurate, precise, independent...

- Ability to properly operate various types of office equipment such as calculators, photocopiers, fax machines and paper shredders. **(E & I – Learn)**

Personal attributes which may link with this skill statement include: accurate, precise...

- Ability to accurately perform complex mathematical calculations. **(All levels – Bring)**

Personal attributes which may link with this skill statement include: accurate, attentive to detail...



Personal Attributes

(Bring)

Personal Attributes identify qualities of character, which a person must have to be an effective and successful performer in the job. They are underlying characteristics which are deep and enduring parts of an individual expressed most of the time. They are one's personal style or personal effectiveness, such as feelings, attitudes, habits and traits. Each of these is demonstrated by behavioural examples which allow one to objectively determine whether an individual possesses the required personal attributes.

Attributes, together with the knowledge and skill competencies, help you to predict what a person will do in a given situation.

Personal attributes for all levels of the Accounting Clerks include:

To Be...

- Analytical, Attentive to detail
- Accountable
- Flexible
- Understanding
- Confident
- Precise
- Respectful
- Welcoming
- Accommodate individual differences
- Patient
- Honest
- Dedicated
- Friendly
- Team Player
- Independent
- Objective
- Open-minded
- Equitable
- Supportive
- Reliable
- Diplomatic
- Discreet
- Accurate
- Organized
- Understanding
- Empathetic

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