



CHRISTMAS BUREAU OF EDMONTON Job Description

Financial Clerk

JOB SUMMARY

The Financial Clerk will be responsible for the tracking, recording and deposit of received donations for the Christmas Bureau of Edmonton. The Financial Clerk will maintain confidentiality and act professionally at all times according to the mandate, mission, values and code of ethics of the Christmas Bureau of Edmonton.

POSITION DUTIES:

1. Responsible for the recording and deposit of all incoming donations (mail, credit card, special events, fire halls and malls).
2. Prepares the daily bank deposit.
3. Process and reconciles daily credit card donations and reports.
4. Itemizes (daily donation record) sources of donations and maintains cumulative totals.
5. Provide daily and cumulative totals to Campaign Director and Marketing and Communications Officer for media releases.
6. Provide cumulative totals to Volunteer Coordinator for donation desk binders.
7. Prepares financial reports as required.
8. Responsible for posting the daily totals into the main Campaign Goal Calendar (whiteboard).
9. Prepares donation information into batches for receipting.
10. Supervise, assist and train count room volunteers.
11. Responsible for the ongoing evaluation of the position.
12. Responsible for seeking assistance from other team members as required.

REQUIRED SKILLS & EXPERTISE:

1. A high level of trustworthiness
2. Basic accounting/financial management skills
3. Awareness of risk management
4. Proficient in working with spreadsheets.
5. Excellent interpersonal skills.
6. Ability to work with confidential information.
7. Ability to work independently and as a member of a team.
8. Attention to detail.

DESIRED OUTCOMES

- Christmas Bureau image and values are maintained and enhanced
- All donations received are entered in the data base with high accuracy and in a timely manner
- Donations are recorded and deposited accurately
- Financial records are recorded accurately
- Christmas Bureau policy, procedures and strategic tasks are adhered to

SUPERVISION & ACCOUNTABILITY:

The Financial Clerk will be accountable to the Executive Director of the Christmas Bureau of Edmonton.