Competition: 17-01, Accounting Clerk – Receipting, Financial Services
Position Type: Full-time, Temporary until July 28, 2017 (Union) [Internal/External]
Classification: Technical Professional I
Salary Range: $53,976.00 - $65,148.00
Closing Date: January 13, 2017 before 4:30 p.m. MST

Alberta Pensions Services Corporation (APS) is made up of hardworking, respectful and talented individuals who understand and invite diversity into their workplace. Our employees bring financial, business, communications, technology and client service expertise to the table every day.

To attract and retain employees of the highest calibre, we strive to focus on the people who make the business successful. By incorporating engagement activities throughout the year, we continue to strengthen our corporate culture and maintain a positive work environment for our employees.

APS is recruiting for a temporary Accounting Clerk – Receipting.

Reporting to the Manager, Trust Fund Accounting, the Accounting Clerk – Receipting is responsible for performing a variety of tasks relating to the accounting and processing of pension plan contributions from employers and clients, and providing support to other areas and team members within the Financial Services business area.

Primary responsibilities are:

- Verify and record all regular deposits for employers, RRSP transfers, reciprocal transfers, invoice payments and member personal payments from the pension plans and supplementary retirement pension plans.
- Investigate inconsistencies, take corrective action and balances receipting batches to reports to ensure accurate up-date of accounting records. This can involve reviewing data from various source systems such as CRM, Ariel DB, Ariel payroll, GP, IMAGIS and the CIBC on-line banking system.
- Utilize CRM and Ariel DB to review and research all member personal cheques related to buyback purchases to ensure each cheque should be receipted and assure the correct amount to receipt. Contact Client Services as required to confirm required information regarding personal payments. Manage return of cheques or reimbursement of difference to originator as required.
- Utilize CRM and GP to review and research all employer cheques to ensure each cheque should be receipted and assure the correct employer and amount to receipt. Contact Employer Services as required to confirm required information regarding employer payments. With Employer Services, determine the appropriate action to take when a cheque cannot be deposited (eg. post-dated).
- Complete the bank deposits for all plans before 1:00 p.m. each day. Complete the member personal cheques for all plans before 4:00 p.m. each day.
- Download CIBC direct deposit report utilizing CRM and GP, verify direct deposit information to ensure each deposit should be receipted, assure the correct employer and amount to receipt. Contact Employer Services as required to confirm required information regarding employer payments. Reject or otherwise organize the return of any deposits that should not be accepted.
- Assist in the set-up for employers to participate in the CIBC RapidTrans payment system for direct deposit.
- Research and respond to employer queries regarding the reconciliation and entry of payments.
- Support staff on questions related to the preparation of the cheque blotter spreadsheet.
- Assist Alberta Finance staff by reconciling daily deposits for each Pension Plan to match the journal entries created by CRM, posted in GP and sent for upload to IMAGIS.
• Maintain all supporting documentation in an organized fashion and respond to requests for information and statistics as needed, e.g. internal and external auditors.

Data Entry

• Perform all related data entry and peer review tasks to create purchase invoices and record all cash receipts including manual entry of notes to CRM for each member.
• Perform manual entries to Ariel DB for receipt of funds relating to optional service.
• With the appropriate resources, resolve any system issues and make all necessary adjustments as required.
• Ensure data are entered to the correct plan, employer or member for optional service payments.
• Ensure on a daily basis, total deposit agrees with Compass, IMAGIS, the cheque blotters and the deposit slip.
• Ensure on a daily basis, total deposits received by direct deposit agree with the CIBC direct deposit report, Compass and IMAGIS.
• Research and resolve issues relating to discrepancies in data entry inputs.

Reporting

• Assisting other team members to manage employer accounts receivable and prepare monthly reporting to Employer Services.

Other duties:

• Support other team members to complete special projects and complete day-to-day activities and provide information requested by other team members and management.
• Prepare funds transfer memos and initiate on-line banking transactions in CIBC online and follow up with approvers to ensure that all funding has taken place in an accurate and timely manner.
• Any other duties as requested to support the team’s present and future functions as required.

Qualifications

• Working towards the Chartered Public Accountant (CPA) designation is an asset.

Plus

• Accounting knowledge is essential
• Exposure to a computerized accounting environment is required
• Knowledge of Public Sector Accounting Standards (PSAS) practices is an asset
• Familiarity with banking systems (i.e. direct deposits from third parties)

Skills and Abilities

• High attention to detail and accuracy in a high volume environment
• Excellent computer skills, including Excel, Word, Outlook, CRM and Microsoft Dynamics GP
• Effective communication skills both oral and written
• Good telephone skills/etiquette
• Excellent customer service skills especially in a professional financial setting
• Able to analyze and reconcile accounting transactions in a high volume and high dollar value environment (>4 Billion received in annual contributions)
• Able to apply bookkeeping principles to the maintenance of accounting records
• Able to work effectively in a team setting or independently as needed
• Effective time management to deal effectively with the work volume under minimum supervision and consistently meet deadlines in a fast paced environment
APS offers a comprehensive and flexible benefit package.

How to Apply:
If you are interested in this position, please submit your resume to Human Resources at recruitment@apsc.ca. Each submission needs to clearly indicate the competition number of the position you are applying for.

Please Note: If you are submitting a resume for multiple positions, please send a separate submission for each competition. The successful candidate(s) will be required to undergo a security screening as a condition of employment. This job posting may be used to fill current and future vacancies within APS at the same or lower classification.

Thank you for your interest in Alberta Pensions Services Corporation (APS). Only those candidates selected for interviews will be contacted.