

JOB DESCRIPTION

Position: Accountant

Position Summary: Under the supervision of the Assistant Secretary-Treasurer, maintain and monitor general ledger and capital projects, perform internal audits, accounts receivable, cash flow and investments, and prepare budget reports.

POSITION DUTIES

RESPONSIBILITIES

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|------------------------|---|
| 1. School Accounting | <ul style="list-style-type: none"> • perform internal audits • monitor school financial records to ensure adherence to district practices • training and support of school staff and other accounting clerical positions • reconciliation of all school funds and compiling consolidated school financial statements |
| 2. District Accounting | <ul style="list-style-type: none"> • maintain general ledger, prepare and enter journal entries and perform bank reconciliations • prepare GST rebate claims and a variety of government reports • assist in preparation of monthly, quarterly, yearly reports and financial statements • provide periodic financial information including statements, reports, account analysis, and budgets, etc. • perform accounts receivable • assist with cash flow management • monitor budget and identify variances • assist in the preparation of budget and prepare audit working papers • prepare bank deposits and reconciliations • assist with year-end closing procedures |
| 3. Capital Accounting | <ul style="list-style-type: none"> • maintain capital ledgers and reports • monitor capital authorizations and expenditures • monitor project variances |
| 4. Communication | <ul style="list-style-type: none"> • communicate with staff and others and respond to inquiries and provide information of a detailed or specialized nature • maintain confidentiality of information |

Other comparable or transient duties which are within the areas of knowledge and skills required by the job description may also be assigned.

Qualifications, Fitness and Ability

Completion of Grade 12 plus three-year college diploma course in accounting

Four years' recent successful experience in accounting.