

TITLE:ACCOUNTANT

#01

SECTION: Finance**REPORTS TO:** Director of Finance**SUMMARY**

Under the general direction of the Director of Finance is responsible for ensuring accurate and complete recording of financial transactions of the district including performing reviews of revenues, expenditures and accounts receivable. Assists in the preparation of standard and special financial reports and conducts various account analyses and reconciliations.

DUTIES

1. Assists in the coordination of the district's accounting cycle to ensure the validity, completeness and appropriateness of accounting documents and records.
2. Provides assistance and training, along with technical or procedural support to users of the district's financial reporting system and school based accounting systems.
3. Prepares and posts entries to the general ledger.
4. Responsible for the preparation of bank reconciliations.
5. Reviews capital expenditure payments for compliance with Ministry and District policy.
6. Performs reconciliations and analyses of key accounts.
7. Carries out internal audits as directed including P-Card audits.
8. Assists in the preparation of various financial reports; in particular, annual and quarterly financial reports. Prepares documentation to support the district's annual financial statements.
9. Prepares Goods & Services Tax, Provincial Sales Tax, Stats Canada and other reports for outside agencies.
10. Reconciles the International Student revenue and trust fund balances in TrueNorth to the balances in the district financial system.
11. Provides backup to other Finance Department activities including purchasing and accounts payable.
12. Participates, as required, in special projects within the Finance Department.
13. May, on occasion, be required to perform other related duties as assigned.

QUALIFICATIONS

- Completion of the third year of bachelor program in business administration or finance from an accredited institute plus four years of experience in a senior accounting role.
- Demonstrated computer skills including advanced spreadsheets and importing/exporting files to/from other sources.
- Ability and aptitude to work with detail, precision, speed and accuracy and work effectively under pressure, high volumes and tight timelines
- Excellent interpersonal, communication, customer service and teamwork skills
- Experience training users on financial reporting procedures and applications
- Excellent organizational, interpersonal and communication skills