

TITLE: BUDGET ACCOUNTANT
SECTION: Finance
REPORTS TO: Budget Manager

#204

SUMMARY

Under the general direction of the Budget Manager assists in the preparation and maintenance of the District's operating, capital and special purpose budgets. The Budget Accountant will perform analyses of district expenditures in relation to budget, in particular monitoring staffing levels and benefit costs.

DUTIES

1. Assists in the coordination and management of the District's operating, capital and special purpose budgets. Prepares and processes changes to the district's budget systems (MyBudgetFile and the SRB Budget Planning System).
 2. Monitors District operating, capital and special purpose expenditures in relation to approved budgets and prepares variance reports.
 3. Analyses data from various district systems to reconcile budget and staffing variances and prepares reports.
 4. Assists in the preparation of financial forecasts for presentation to senior management and the Board.
 5. Assists in the preparation of various financial reports; in particular, Annual Budget, Amended Budget and Annual Financial Statements. Assists in the analysis of budget variances required by the District's auditors.
 6. Liaises with various stakeholders including Ministry staff, District staff and school based staff for the purpose of gathering or disseminating information.
 7. Provides technical and procedural support to budget officers in the use of the district's budgeting and accounting systems including on-site training as required.
 8. Assists in the maintenance of the general ledger. Process changes to the chart of accounts and changes in reporting formats.
 9. Maintains security for access to MyBudgetFile and MySD68.
 10. Assist in the preparation of Ministry staffing reports including Form 1530 (Staff FTE's by Program), Form 2003 (Report on Educator Salaries) and the EDAS data collection quarterly uploads.
 11. Prepares and posts journal entries and payroll adjustments.
 12. Participates in special projects within the Finance Department as required.
 13. Provides backup to Finance Department staff as required.
 14. Performs other related duties as required.
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QUALIFICATIONS

- Completion of a recognized professional accounting program (CGA, CA, CMA).
- Minimum of three years of experience in a senior accounting role and one year current payroll experience.
- A high degree of technical knowledge of financial systems and budget management.
- Demonstrated computer skills including advanced spreadsheets and importing/exporting files to/from other sources.
- Ability to perform duties with speed and accuracy and to work effectively under pressure with assigned deadlines.
- Excellent interpersonal, communication, customer service and teamwork skill.
- Knowledge of and experience working with Collective Agreements in a complex unionized environment.
- Minimum keyboarding speeds of 200 c.s.p.m. and 50 c.w.p.m.