

TITLE: CAPITAL ASSET ACCOUNTANT
SECTION: Finance Department
REPORTS TO: Assistant Secretary-Treasurer

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SUMMARY

Under the general direction of the Assistant Secretary Treasurer is responsible for developing and maintaining administrative and financial controls pertaining to district capital assets and for administration of the general ledger and financial records of the school district. Responsible for the preparation of standard and special financial reports and various account analyses.

DUTIES

1. Develop and maintain systems and processes for recording and tracking district inventory and assets. Assets include, but are not limited to buildings, equipment, leases and software licenses.
 2. Coordinates the district's accounting cycle to ensure the validity, completeness and appropriateness of accounting documents.
 3. Performs maintenance of the general ledger and assists in the development and processing of changes to the chart of accounts and changes in reporting formats.
 4. Provides assistance and/or direction to meet financial records and reporting needs of the Board, district staff and school staff.
 5. Provides technical and procedural support to users of the district's accounting system and school based accounting systems.
 6. Prepare schedules for preparation of accounting entries for capital purchases and retirements.
 7. Review capital expenditure payments for compliance with Ministry and District policy.
 8. Develop school equipment replacement plan and monitor budgeted expenditures.
 9. Prepares and posts entries to the general ledger and district budgeting systems.
 10. Performs reconciliations and analyses of key accounts.
 11. Carries out internal audits as directed including P-Card audits.
 12. Provides support for purchasing including inventory counts; accounting and accounts payable as required.
 13. Prepare asset continuity schedules for all Ministry reporting including the quarterly GRE report and annual audited financial statements.
 14. Organizes and arranges surplus capital assets for disposal.
 15. Participates, as required, in special projects within the Finance Department.
 16. Perform other related duties as required.
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QUALIFICATIONS

- High school graduation or equivalent.
- Completion of a three year recognized accounting and/or business diploma and three years accounting experience or an equivalent combination of training and experience.
- Extensive knowledge of personal computers software, including spreadsheet, word processing and database software.
- Experience with integrated general ledger, fixed asset and inventory/purchasing systems preferred.
- Ability and aptitude to work with detail, precision, speed and accuracy.
- Good communication and interpersonal skills.
- Demonstrated ability to work under pressure and meet deadlines.