

TITLE: PAYROLL ACCOUNTANT
SECTION: Finance Department
REPORTS TO: Supervisor of Accounting

#136

SUMMARY

Under the direction of the Supervisor of Accounting, is responsible for monitoring and reporting staff/budget allocations and preparing related payroll reports. Assists in the preparation of standard and special financial reports and various account analyses including reconciliation of key general ledger accounts.

DUTIES

1. Monitors district systems for use in reporting staff/budget allocations and prepares related payroll and financial reports.
 2. Performs reconciliations and analyses of key accounts.
 3. Assists in the preparation of various financial reports; in particular, annual, quarterly, and monthly financial reports; annual budgets, and responsibility reports to management.
 4. Liaises with various stakeholders including Ministry staff, management committee, directors, administrative officers and other staff for the purpose of gathering or disseminating information.
 5. Performs maintenance of the general ledger through assisting in the development and processing of changes to the chart of accounts and changes in reporting formats.
 6. Prepares and posts approved journal entries to the general ledger system.
 7. Participates, as required, in special projects within the Finance Department.
 8. May, on occasion, be required to perform other related duties as assigned.
-

QUALIFICATIONS

- Completion of a recognized professional accounting program (C.G.A. or C.M.A.) or currently enrolled in fifth year level.
 - Two years experience in a senior financial accounting role and one year related payroll experience or an equivalent combination of training and experience.
 - Extensive knowledge of personal computers, including spreadsheet, word processing and database software.
 - Experience with integrated general ledger and payroll 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.
-