

TITLE: SCHOOL ACCOUNTANT
SECTION: Finance Department
REPORTS TO: Finance Manager

#180

SUMMARY

Under the general direction of the Finance Manager is responsible for supporting school based staff in administering their school accounts by providing training, processing guidance and problem resolution. Prepare and/or analyze journal entries, accounting records, financial statements, and other financial reports to ensure accuracy, completeness, and conformance to reporting and procedural standards of all school accounts.

DUTIES

1. Assist school staff with processing receipts and purchase transactions in the accounting system.
 2. Assist school staff with understanding their school based accounts by preparing financial reports and related information and explaining contents.
 3. Provide both classroom and on-site training for school staff including course design and preparation of training materials.
 4. Monitor school business transaction activity and liase with school staff to develop comprehensive understanding of school business requirements in order to recommend accounting policy and process changes to improve the operational efficiency and financial control of school accounts.
 5. Prepare School based accounts report for GRE and annual audited statements.
 6. Review and post school journal entries.
 7. Review school bank deposits and MAR receipt batches.
 8. Perform school based audits.
 9. May on occasion be required to perform other related duties as assigned.
-

QUALIFICATIONS

- High school graduation or the equivalent.
- Completion of a recognized professional accounting program (C.G.A. or C.M.A.) or currently enrolled in fifth year level.
- Three years experience in a senior financial accounting role 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.

