

TITLE: SENIOR ACCOUNTANT
SECTION: Finance
REPORTS TO: Supervisor of Financial Accounting

#207

SUMMARY

Under the general direction of the Supervisor of Financial Accounting is responsible for ensuring accurate and complete recording of financial transactions of the district, including performing reviews of revenues, expenditures and accounts receivables. Responsible for the preparation of special reports and conducting various account analyses and reconciliations.

DUTIES

1. Assist with the co-ordination and processing of Ministry of Education Data Collections.
 2. Prepares Goods & Service Tax, Provincial Sales Tax, Stats Canada and other reports for outside agencies.
 3. Responsible for the reconciliation of district bank accounts.
 4. Reviews and monitors capital expenditure payments for compliance with Ministry and District policy.
 5. Maintains and assist in developing systems and processes for recording and tracking district inventory and assets. Assets include, but are not limited to buildings, equipment, capital leases and software licenses. This includes preparing asset continuity schedules used for quarterly GRE reports and annual audited financial statements.
 6. Prepares and posts journal entries and payroll adjustments.
 7. Liaises with various stakeholders including Ministry staff, District staff and school based staff for the purpose of gathering or disseminating information.
 8. Assists in the preparation of budget forecasts for presentation to senior management and the Board.
 9. Analyses data from various district systems to reconcile budget variances and prepares reports.
 10. Assists in the preparation of various financial reports; in particular, annual and quarterly financial reports and responsibility reports for schools/departments. Prepares documentation to support the district's annual financial statements.
 11. Assists in the maintenance of the general ledger and performs reconciliation of key accounts.
 12. Provides assistance and training, along with technical support to users of the district's financial reporting systems and school based accounting systems.
 13. Provides backup to Finance Department and participates in special projects as required.
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QUALIFICATIONS

- Completion of third module of a recognized professional accounting program (CGA, CA, CMA).
- Minimum of five years of experience in a senior accounting role and one year payroll experience or an equivalent combination of training and 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.
- 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.