

SCHOOL DISTRICT #42
Maple Ridge - Pitt Meadows
JOB DESCRIPTION

JOB TITLE: Senior Accountant

DATE: November 2014

REVIEWED: April 2016

PAY GRADE:

LOCATION: District Office

SUMMARY: Reporting to the Accounting Manager, performs the necessary tasks to ensure the timely completion and distribution of accounting records, financial data and analyses, budgets and projections. Reviews, analyzes and processes a variety of accounting data and source documents.

DUTIES:

ACCOUNTING:

1. Maintains the general ledger chart of accounts; and advises payroll and human resources on use of general ledger chart of accounts.
2. Reviews, analyzes and processes data transfers between a variety of systems and the accounting system. (i.e. transaction uploads/downloads). Reviews, analyzes and processes the interface from the payroll system into the general ledger system and liaises with the payroll and HR departments to resolve all interfacing issues.
3. Performs complex general ledger account reconciliations; bank account reconciliation, vendor and customer account reconciliations.
4. Assists in the preparation of the monthly, quarterly and annual financial reports for Senior Management, the Board and the Ministry of Education; develops spending plans in conjunction with Department Managers.
5. Reviews for accuracy, codes and processes vendor and customer invoices and batches.
6. Processes periodic check runs and electronic funds transfers.
7. Monitors expected grant payments and follows up on outstanding payments.
8. Prepares cash flow projections.
9. Liaises with donors, schools and PACs, prepares tax receipts for donations received and assist with the preparation of the annual charities return.
10. Provides information to departments and schools regarding revenues and expenses recorded in the general ledger.

BUDGET:

1. Performs analysis and prepares explanations for variances of actual revenues and expenditures from budgets.
2. Reviews and processes budget transfer requests.
3. Monitors department and school financial performance against budget and reports variances identified to departments and management.
4. Assists in the preparation of school district budgets as required and provides information to departments and schools about budgets allocated.

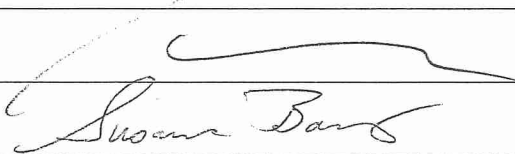
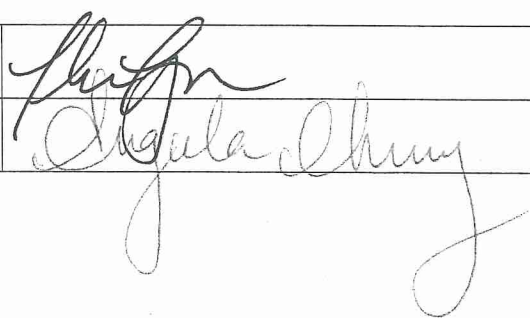
Other Duties:

1. Assists with the school based audits and preparation of audit reports.
2. Develops and provide on-the-job accounting related training for all schools and departments.
3. Develops and recommends changes to procedures and systems to improve efficiency and control.
4. Communicates with senior executives and management as required to ensure the timely completion and distribution of accounting records, financial data and analyses, budgets and projections.
5. Composes routine correspondence, provides information by email, and responds to inquiries.
6. Prepares presentation materials, accounting directives, user manuals, letters, memos, recommendations and other correspondence.
7. Performs other assigned comparable duties which are within the scope of knowledge, skills and ability required by this position.

REQUIRED KNOWLEDGE, ABILITY AND SKILLS:

1. Completion of a recognized Canadian accounting designation (CPA, CPA-CA, CPA-CGA, or CPA-CMA) or nearing completion of such designation (within 6 months).
2. Three to five years' experience in an intermediate accounting position or equivalent combination of education and experience.
3. Sound knowledge of the Canadian Public Sector Accounting Standards (PSAB) combined with demonstrated strong knowledge in accounting principles.
4. Proficient in Microsoft Office applications. Specific knowledge and experience in financial information system (SRB preferred).
5. Excellent analytical reasoning and problem solving.
6. Ability to handle confidential/sensitive information and materials with tact and discretion.
7. Excellent interpersonal, organizational and communication skills with the ability to exercise mature judgement, work under pressure with minimal guidance and meet tight deadlines
8. Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.
9. A valid B.C. driver's license.

JOINT COMMITTEE MEMEBER'S SIGNATURES:

	
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