

SCHOOL DISTRICT #42
Maple Ridge - Pitt Meadows
JOB DESCRIPTION

JOB TITLE: ACCOUNTANT

DATE: January 2016

REVISED: April 2017

PAY GRADE:

LOCATION: District Office

SUMMARY: Reporting to the Accounting Manager, reviews and processes a variety of accounting and budget transactions , performs various account reconciliations and prepares reports.

DUTIES:

1. Reviews and processes monthly district purchasing card transactions, ensures general ledger account coding is accurate, expenses are in accordance with school district policies and procedures, and employee expenses are recorded accurately for Statement of Financial Information reporting.
2. Reconciles school district bank accounts on a regular basis. Records cleared cheques, deposits and other transactions in the general ledger and reports any discrepancies to the bank.
3. Enters, reviews, analyzes and processes data from a variety of systems, maintaining the general ledger as directed. Reconciles various accounts, prepares adjusting entries, follows up on transactions to be recorded and enters transactions required in various systems.
4. Prepares customer invoices, prepares monthly aged accounts receivable schedule and follows up on outstanding invoices.
5. Processes weekly cheque run and follows up on vendor inquiries.
6. Creates and maintains vendor and customer profiles. Reviews vendors invoices for payment, verifies general ledger account coding, assigns vendor numbers, matches packing slips to invoices, verifies approval for payment by budget sponsors.
7. Reviews all special purpose fund and project accounts, ensures proper account authorization is received and that expenses are in accordance with the special purpose fund rules and regulations. Prepares special purpose fund reports and forwards to budget sponsors for review.
8. Responds to financial queries from vendors, customers, departments, schools, donors, volunteers, and other outside agencies.
9. Tracks, monitors and analyzes actual expenses to budgeted expenses, identifies variances and makes adjustments as needed.
10. Reviews and processes school and department level budget change requests.
11. Monitors expected grant payments and follows up with outside agencies on outstanding payments.
12. Assists with school based audits and training of district staff.
13. Assists in the preparation of audit working papers, financial statements, preparation of Government Reporting Entity special purpose fund schedules and other periodic account reconciliations.
14. Assists with Statement of Financial Information and T4A preparation.

15. Assists with the preparation of GST and PST returns, including elementary schools and PAC PST returns.
16. Prepares summary cash deposit information and makes bank deposits as required.
17. Performs other assigned comparable duties which are within the scope of knowledge, skills and abilities required by the position.

REQUIRED KNOWLEDGE, ABILITY AND SKILLS:

1. Successful completion of Grade 12 plus a 2-year diploma in Accounting from an accredited Canadian Institution.
2. 3 years' experience in the accounting field.
3. Sound knowledge of the Canadian Public Sector Accounting Standards (PSAB) combined with demonstrated strong knowledge in accounting principles.
4. Strong proficiency with Microsoft Office applications.
5. Demonstrated ability to communicate and function effectively and harmoniously with staff and outside agencies.
6. Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.
7. Excellent analytical reasoning and problem solving skills combined with excellent organizational skills and attention to detail.
8. Ability to accurately complete a high volume of work within deadlines.
9. Ability to handle confidential/sensitive material with discretion.
10. Ability to work independently and exercise mature judgement.

JOINT COMMITTEE MEMEBER'S SIGNATURES:

	
	