

SCHOOL DISTRICT #42
Maple Ridge - Pitt Meadows

JOB DESCRIPTION

JOB TITLE: Accounts Assistant

DATE: June 2000

REVISED: May 2010

PAY GRADE:

LOCATION: District Education Office

SUMMARY: Responsible for preparing transactions relating to Accounts Receivable, District Foundations, and International Education revenue.

DUTIES:

1. Ensures accurate recording of International Education financial transactions. Identifies and corrects errors in invoices, credit notes, refunds, commission payments, and miscellaneous adjustments. Monitors expected International Education wire transfer/payments and follows up outstanding invoices.
2. Monitors receipted International Education revenue and deferred revenue in co-ordination with International Education department. Prepares, analyzes, and reconciles schedules for trust fund for Y.E.S. Foundation donations and International Education revenue. Allocates International Education revenue to appropriate fiscal year.
3. Prepares invoices through the accounts receivable program, prepares journal entries, prepares monthly aged accounts receivable schedule, and reconciles accounts.
4. Reconciles monthly TOC absences from Personnel Resource Management (P.R.M.) with external parties for invoicing purposes.
5. Prepares journal entries related to bank transactions and International Education revenue as required.
6. Reconciles bank accounts on a monthly basis and follows up regarding any outstanding entries.
7. Assists in the preparation of quarterly GRE report in the areas of revenue, accounts receivable and bank reconciliation.
8. Assists in the preparation of year end audit working papers and financial statements.
9. Responds to school budget queries such as PAC purchases, tax rebates, etc. Monitors general ledger accounts. Calculate and prepare invoices to P.A.C.'s for any purchases. Monitors payment of invoices and forwards information to upon receipt.

10. Prepares official tax receipts and correspondence for YES Foundation donations in coordination with appropriate staff.
11. Acts as a general liaison between department heads and staff members, students, parents, and the general public. Handles general inquiries and gives out information as required.
12. Composes correspondence for routine inquiries and prepares for signature and approval a variety of material, reports, records, memos, etc. Compiles data and prepares month-end and year-end forms and reports.
13. Maintains department files and records by reviewing materials to ensure up-to-date status.
14. Performs other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this position.

REQUIRED KNOWLEDGE, ABILITY AND SKILLS:

1. Successful completion of Grade 12 plus first year accounting at a recognized institution plus two (2) years accounting experience or the equivalent training and experience in the accounting field.
2. Proficiency with personal computers and a variety of software packages.
3. Demonstrated ability to communicate and function effectively and harmoniously with staff and outside agencies.
4. Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.

JOINT COMMITTEE MEMBER'S SIGNATURES:
