SCHOOL DISTRICT #42 Maple Ridge - Pitt Meadows

JOB DESCRIPTION

JOB TITLE: Senior Accounting Clerk DATE: February 1998

REVISED: November 2008

PAY GRADE: LOCATION: District Education

Office

SUMMARY: Responsible for processing transactions related to the operating, capital and other non-

operating accounts.

DUTIES:

1. Prepares invoices, records accounts receivable payments, makes journal entries, prepares monthly aged accounts receivable schedule, reconciles accounts including Ridge Meadows Educational Foundation (RMEF) and also provides accounts payable T4A information.

- 2. Prepares journal entries related to bank transactions and grants, Community Education deposits and other account adjustments as required.
- 3. Sets up all project and trust accounts, ensuring receipt of proper account authorizations and monitoring the status of accounts on a regular basis.
- 4. Reconciles all bank accounts (general, capital, and payroll) on a monthly basis and follows up any outstanding entries.
- 5. Determines and prepares all budget trust transfers.
- 6. Responds to financial queries from schools, donors, volunteers, and outside agencies such as RMEF.
- 7. Processes maintenance requisitions.
- 8. Prepares and assigns account codes to deposits and makes bank deposits as required.
- 9. Processes inquiries and transactions for online banking system.
- 10. Monitors expected grant payments and follows up on outstanding payments.
- 11. Prepares account reconciliations, such as Ministry grants, inter-fund account, 098's, interest revenue, etc.
- 12. Assists in the preparation of audit working papers, financial statements, preparation of Government Reporting Entity (GRE) trust schedules, collects accounts payable data for Statement of Financial Information (SOFI) reports and prepares other year end account reconciliations.
- 13. Assists in maintaining and auditing batch files and purchasing card logs.

- 14. Prepares statistical reports as required.
- 15. 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 (CGA, CMA program) plus three (3) 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:	