

ADMINISTRATIVE PERSONNEL QUALIFICATIONS AND DUTIES**ACCOUNTANT****POSITION SUMMARY**

As a member of the Secretary-Treasurer's team, under the direction of the Secretary-Treasurer and Assistant Secretary-Treasurer, the Accountant acts as the purchasing agent and accountant for the division.

DUTIES**Supervision and Staff Development**

- Supervise Accounts Payable Clerk, Purchasing Clerk and Accounting Clerk, approve all work done, evaluate their performance and complete written evaluations every two years.

Accounting

- Approve all invoices, requests for reimbursement and approve payments (cheques and direct deposits) for distribution.
- Monitor/maintain the integrity of the Accounting System (C.I.M.S.) and accounts.
- Review bank reconciliation statement and journal entries prepared by clerks. Download Royal Bank Statement and review transactions and prepare journal correcting entries.
- Prepare capital expenditure reports for Public Schools Finance Board, prepare various cost breakdown reports, cash flow reports, and year-end capital working papers.
- Assist Secretary-Treasurer and Assistant Secretary-Treasurer in the preparation of the annual budget.
- Make investments, renew loans and arrange for leases; prepare schedules and projections.
- Ensure that proper inventory records are maintained.
- Ensure that all taxes are paid and that all available rebates are taken (GST, PST, T4A, T4A-NR).

- Prepare federal excise tax claim forms.
- Prepare grant claims, reimbursements and reports.
- Prepare Charity Income Tax Return for SOSD and SOEF.
- Assist with the accounting for SOEF, MYAC and KYAC.
- Set up procedures of new processes or improvements to accounting systems.
- Provide accounting and technical support to school and department staff on budgets, school funds and reimbursement claims.
- Assist divisional and school auditors with the annual audit.
- Prepare monthly operating statement and year end financial statements for the Secretary-Treasurer and Board.
- Make bank deposits in the absence of the Assistant Secretary-Treasurer.
- Maintain records retention for Financial System.

Purchasing

- Approve all purchase orders and maintain related systems.
- Meet with suppliers to discuss needs, locate specific products and handle disagreements.
- Assist in the identification of product needs and sources.
- Coordinate the fleet of communication devices; phone systems, cell phones, blackberries.
- Coordinate and maintain the division tendering process and Requests for Proposals (RFPs).
- Coordinate the purchase and management of the photocopier fleet.
- Coordinate outside printing contract for division.
- Participate in Metro Purchasing Committee.

Information Technology – Accounting Software

- Maintain User IDs, menus, assignments and back-ups for the in-house accounting system (C.I.M.S.).
- Process month end and year end procedures for the in-house accounting system (C.I.M.S.).
- Year-end and new year set up for division and each school.
- Maintain purchasing and accounting information on the Division website.
- Recommend and implement accounting software enhancements.
- Provide online and telephone support to schools and departments.

Education

- Grade 12 or equivalent.
- Level III standing in CGA or CMA program or business administration diploma.
- Keyboarding skills and knowledge of word processing and spreadsheets.
- Knowledge of accounting software - C.I.M.S.
- Knowledge of the FRAME and PSAB accounting system, federal and provincial sales tax regulations, C.I.C. handbook and Public Schools Finance Board reporting regulations.
- Participate in ongoing professional development in organizations such as MASBO, PMAC, CMA/CGA.
- Excellent oral and written communication skills and excellent people skills.

Experience

- 3 to 5 years experience in accounting and purchasing.

Physical Demands

- Eye strain in computer and accounting work.

Working Conditions

- Need to meet frequent crucial deadlines.