

ADMINISTRATIVE PERSONNEL QUALIFICATIONS AND DUTIES**ACCOUNTING SUPERVISOR****1. Position Summary**

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

2. Duties**a) Supervision and Staff Development**

- Supervise Accounts Payable Clerk(s), Purchasing Clerk(s) and Accounting Clerk(s), approve work, evaluate their performance and complete written evaluations.

b) 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.
- Assist Secretary-Treasurer and Assistant Secretary-Treasurer in the preparation of the annual budget.
- 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.

b) Accounting - continued

- Conduct School audits.
- Coordinate the Accounts Receivable function.
- Assist divisional and school auditors with the annual audit.
- Prepare monthly operating statement and year end financial statements for the Secretary-Treasurer and Board.
- Manage the Divisions electronic banking requirements.
- Make bank deposits in the absence of the Assistant Secretary-Treasurer.
- Other duties as assigned.

c) 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 on Metro Purchasing Committee.

3. **Education**

- Grade XII 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 F.R.A.M.E. and PSAB accounting system, federal and provincial sales tax regulations, C.I.C.A. 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.

4. **Experience**

- 3 to 5 years experience in accounting and purchasing.

5. **Physical Demands**

- Eye strain in computer and accounting work.

6. **Working Conditions**

- Need to meet frequent crucial deadlines.