

**ADMINISTRATIVE PERSONNEL QUALIFICATIONS AND DUTIES****ACCOUNTANT****1. 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 an accountant for the division.

**2. Duties****a) Accounting**

- Monitor/maintain the integrity of the Accounting System (C.I.M.S.) and accounts.
- 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.
- Recommend 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~~-audits, reviews and reporting.
- Maintain records retention for Financial System.

b) Information Technology – Accounting Software

- Maintain User IDs, menus, assignments and backups 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 on line and telephone support to schools and departments.

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.