

SCHOOL DISTRICT #22 (Vernon)

JOB DESCRIPTION

Position: District Accounts Coordinator

Job No: 232

POSITION SUMMARY:

Under the supervision of the Assistant Secretary-Treasurer, oversee the day to day accounting at the District level, receive and organize budget documentation and coordinate and complete various assignments as received from the Assistant Secretary-Treasurer.

POSITION DUTIES AND RESPONSIBILITIES:

Supervision - Supervise Accounts Payable Clerks, assign, schedule and check work, explain work procedures and establish work priorities.

Accounting - Maintain the chart of accounts, including adjustments to budget figures, preparing and entering certain journal entries from various sources. Perform bank reconciliations. Prepare and complete certain month-end and year-end processes and working papers. Prepare the monthly GST rebate claim, PST quarterly report. Maintain certain records for capital projects. Assist in the maintenance of accounting, payroll, and purchasing software.

Scholarship - Coordinate local scholarship committee meetings. Maintain financial information and perform transactions regarding the scholarship program. Respond to scholarship inquiries.

Budget - Assist with the coordination of school and departmental budget submissions. Assist with the creation of working papers. Assist with the analysis of the budget and the preparation of the final document for management.

General Assignment - Respond to accounting inquiries and provide accounting support to schools. Assist in the conduction of internal audits as directed by management. Prepare statement of financial information reporting as directed. Other finance-related assignments as directed by management.

REQUIRED EDUCATION AND EXPERIENCE:

- Grade 12, or equivalent
- Accounting Diploma or equivalent from an accredited institute
- Two (2) years recent successful experience in a relevant accounting role within a large organization

KNOWLEDGE, ABILITIES AND SKILLS:

- Proven intermediate to advanced skills in accurately and efficiently utilizing word processing, spreadsheet, database, communication and accounting software.
- Proven organizational skills.
- Proven supervisory skills.

The above job description reflects the principle functions of the job. Other comparable or transient duties which are within the areas of knowledge and skills required by the job description may also be assigned.

Approved and authorized by the Secretary-Treasurer or designate:

Signature: 

Date: March 27, 2015

Revised March 27, 2015