

SCHOOL DISTRICT #22 (Vernon)
JOB DESCRIPTION

Position: District Accountant
Job No: 232

POSITION SUMMARY: Under the supervision of the Assistant Secretary-Treasurer, the incumbent oversees the day to day accounting at the School District Board Office, receives and organizes budget documentation and coordinates and completes various assignments as received from the Assistant Secretary-Treasurer.

POSITION DUTIES AND RESPONSIBILITIES:

Supervision - Supervise accounting work of school secretaries, and supervise accounts payable clerks, including assigning, scheduling and checking work as well as explaining work procedures and establishing work priorities.

Accounting - Maintain the chart of accounts, including adjustments to budget figures, preparing and/or entering certain journal entries from various sources. Reconcile balance sheet accounts. Perform complex monthly bank reconciliations. Manage the purchase card program for employees. Prepare and complete certain month-end, quarter-end and year-end processes and working papers. Prepare the monthly GST rebate claim and PST quarterly report. Maintain accounting records for capital projects.

Scholarship Program - Coordinate local scholarship committee meetings. Maintain financial information and perform transactions regarding the scholarship program in a designated software 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 final documents for management.

General Assignment - Respond to accounting inquiries and provide accounting support to school secretaries and administrators and district departments. Assist in the conduction of internal audits as directed by management. Prepare 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.

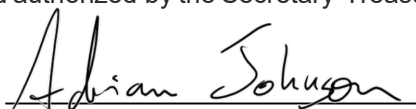
REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

- Proven ability to follow established procedures and policies with moderate judgment required.
- Proven ability to communicate effectively, both orally and in writing, to gain cooperation, coordinative activities, and mitigate high tension or emotional situations, using tact and discretion.
- Proven supervisory skills.
- Proven organizational skills.
- Physical capability to perform the job duties in a standard office environment.
- Ability to maintain the confidentiality of sensitive information seen and heard.
- Proven skills managing computer-based information systems (data input, file maintenance, data retrieval, bookkeeping, budgeting) including intermediate to advanced computer skills to accurately and efficiently utilize word processing, spreadsheet, database and accounting software.

This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

Approved and authorized by the Secretary-Treasurer or designate:

Signature:



Date: January 13, 2025

Last Revised: January 10, 2025