



Assistant Accountant- International Programs

[Position Description](#) | [Qualifications](#)

OVERVIEW

Under the direction of the Director, International Programs, the Assistant Accountant- International Programs is responsible for depositing cash receipts and accurately recording fee revenue, processing disbursement requests, ensuring that financial balance sheet accounts and bank reconciliations are accurate, identifying problems and inefficiencies from the reconciliation process, providing direction to the International Student Program Accounts Clerk regarding account reconciliations, correcting entries and cheque disbursements, calculating the international student program school budget allocations and answering questions from schools about the allocations, and assisting in preparing and monitoring the International Student Programs budgets.

POSITION DESCRIPTION ASSISTANT ACCOUNTANT- INTERNATIONAL PROGRAMS

AA-I - 1

Sets up and maintains the record keeping for public and non-public funds using computer accounting systems

AA-I - 2

Collects cash, bank drafts, cheques, point of sale and Visa/Master Card payments, oversees and reviews accuracy of cash receipts, prepares the bank deposit and prepares journal entries to record fee revenue for the international student and regular and short course programs into the appropriate accounts; electronically transfers the bank deposit journal entries to Financial Services daily; ensures that the revenue is recorded in the correct fiscal period

AA-I - 3

Ensures that program expenses are recorded into the appropriate accounts and into the correct fiscal period; prepares cheque requisitions for the various program accounts as required; issues cheques for disbursements related to such items as fee refunds, medical insurance, homestay payments, homestay deposit refunds, academic discount refunds, and the issuance of other cheques as required; prepares and arranges for payments by wire transfer, bank drafts and money orders; prepares and issues agent commissions through various forms of payment; prepares large, detailed travel expense spreadsheets/travel expense claims with multiple foreign currency conversions

AA-I - 4

Prepares account reconciliations including bank accounts, tuition fees, deferred revenue, prepaid expenses, medical premiums, homestay fees and international student monies held; identifies problems through the reconciliation process, initiates and prepares correcting entries

AA-I - 5

Assists in the development of the regular, short-term, group, ISP summer school, ISP Departmental and school program budgets; reviews and analyses expenditures to ensure that they are charged to the appropriate budgets; prepares correcting journal entries and/or budget transfers as required; calculates and makes payment of ISP supplies through budget transfers to schools twice annually

AA-I - 6

Compiles information and prepares financial reports as requested by the Director, International Programs, ISP Department heads or the Financial Services Department

AA-I - 7

Prepares schedules and reconciliations necessary to assist in preparing the District year end audited financial statements

AA-I - 8

Communicates information and resolves problems in a well thought out, logical and effective manner, and handles relations with tact and diplomacy

AA-I - 9

Works as an integral part of a team providing direction and/or support related to the accounting functions of the Department

AA-I - 10

Performs other assigned comparable or transient duties which are within the area of knowledge and skills required by this job description

**QUALIFICATIONS FORM
ASSISTANT ACCOUNTANT- INTERNATIONAL PROGRAMS**

EDUCATION	<i>TECHNICAL REQUIREMENTS</i> Completion of Level 3 of a designated accounting program (CMA, CA or CGA) <i>OTHER RELATED COURSES</i> Introductory workshop in supervisory skills
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EXPERIENCE	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Two (2) years of specific experience in a large automated financial department</p> <p><i>JOB SPECIFIC REQUIREMENTS</i></p> <p>Broad experience reconciling financial balance sheet accounts</p> <p>Experience in budget development and financial and expenditure analysis</p> <p>Proficient with Excel spreadsheets, database, accounting software and word processing applications</p> <p>Experience identifying systemic problems and making recommendations for changes or new processes</p>
KNOWLEDGE	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Working knowledge of automated accounting systems including legislative and Generally Accepted Accounting Principles (GAAP) requirements</p> <p>Broad knowledge of budget preparation, allocation and approval processes</p> <p><i>JOB SPECIFIC REQUIREMENTS</i></p> <p>Broad knowledge of accepted reconciliation practices and specific knowledge of District financial systems and processes</p> <p>Broad knowledge of budget processes for school districts</p> <p>Broad knowledge of District policies and regulations, and legislative requirements which impact area of responsibility</p>
SKILLS AND ABILITIES	<p><i>INTERPERSONAL REQUIREMENTS</i></p> <p>Ability to build and develop team approaches to problem solving where individual skills and abilities are pooled to address and resolve issues that individuals could not on their own</p> <p>Ability to construct thoughts in a logical and convincing fashion and express them in discussion, writing and formal oral presentation is a key skill requirement</p> <p>Effective written and oral communication skills and the ability to request and convey information in a diplomatic matter</p>

	<p><i>PROBLEM SOLVING REQUIREMENTS</i></p> <p>Analytical and reasoning skills allowing the incumbent to select and apply innovative techniques and methods which together provide a logical interpretation of gathered data utilizing sophisticated analytical concepts and models and applies them within accepted practice</p> <p>Demonstrates motivation and determination in understanding the needs of others while ensuring that legislative and financial control requirements are also addressed</p> <p>Ability to organize and prioritize high volumes of work, often under the pressure of multiple demands, deadlines and interruptions while maintaining close attention to detail and accuracy</p>
<p>WORKING CONDITIONS</p>	<p><i>OCCUPATIONAL REQUIREMENTS</i></p> <p>Sufficient vision and hearing to perform related job duties</p> <p>Able to occasionally lift and move up to 18 kg (40 lbs)</p> <p>Operate office related equipment</p>

Reviewed and Updated May 2011