



# Assistant Accountant- Management and Reporting

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## OVERVIEW

Reporting to the Director of Financial Services, the Assistant Accountant performs a variety of routine and non-routine accounting functions in accordance with standard procedures in general accounting. The position monitors financial activities, produces management information and reports, designs and prepares a variety of budget and accounting reports using computer accounting systems, monitors the Capital Fund transactions, maintains and provides advice on the Chart of Accounts according to ministry guidelines, develops recommendations on accounting procedures and works on special projects as assigned.

## POSITION DESCRIPTION ASSISTANT ACCOUNTANT- MANAGEMENT AND REPORTING

### AA-MR - 1

Assists the Director to monitor financial activities and to produce management requested information and financial reports by:

- preparing schedules and reconciliations necessary to assist in preparing the interim financial statements, the quarterly financial reports, the annual audited financial statements, statistical reports, capital project budget and expenditure summaries and various other accounting reports as assigned by the Director;
- developing ad hoc data queries and financial reports on an as needed basis;
- analyzing financial reports and records and making recommendations relative to the accounting for reserves, assets, liabilities, revenues and expenditures;
- monitoring, verifying, balancing and formatting outputs of the accounting system;
- effecting corrections as identified by review of computer printouts, general ledger accounts and budget documents; and,
- entering data into the Ministry financial reporting system

### AA-MR - 2

Designs and prepares a variety of budget and accounting reports using computer accounting systems for:

- analyzing and compiling financial information to support budget amounts and accounting transactions;
- assisting in the preparation of the School District preliminary and final budgets and preparing and initiating budget changes;
- interfacing budget transactions into the accounting system; and,
- researching budget and accounting related discrepancies and assisting schools and departments in resolving issues.

### AA-MR - 3

Monitors the Capital Fund transactions by:

- determining amounts to be borrowed on the Certificates of Approval (COAs) on a regular and ad hoc basis;

- calculating interest on district moneys used in interim of borrowings;
- reviewing expiry dates of the COAs and committing funds or negotiating date extensions as required;
- ensuring that revenue is allocated to the applicable projects;
- monitoring actual and projected capital project expenditures as compared to budget; and,
- tracking accumulated amortization of District capital assets.

**AA-MR - 4**

Maintains and provides advice on the Chart of Accounts, according to Ministry guidelines, by:

- allocating alias codes;
- creating new account numbers;
- moving, deleting and locking accounts as needed to control authorized use;
- assisting in the design, implementation and maintenance of an effective Chart of Accounts and sub-ledger structure for district and school reporting requirements; and,
- communicating the changes to affected schools and departments.

**AA-MR - 5**

Provides advice and support to department and school staff engaged in general accounting activities.

**AA-MR - 6**

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- MANAGEMENT AND REPORTING**

<b>QUALIFICATIONS FORM ASSISTANT ACCOUNTANT- MANAGEMENT AND REPORTING</b>	
<b>EDUCATION</b>	<p><b><i>TECHNICAL REQUIREMENTS</i></b></p> <p>Completion of Level 3 of a designated accounting program (CMA, CA or CGA)</p>
<b>EXPERIENCE</b>	<p><b><i>TECHNICAL REQUIREMENTS</i></b></p> <p>Two (2) years of specific experience in a large automated financial department</p> <p><b><i>JOB SPECIFIC REQUIREMENTS</i></b></p> <p>Proficient with Excel spreadsheets, database management systems (ACCESS), word processing and report presentation applications (specifically Crystal Reports and Adobe Acrobat)</p> <p>Experience with calculating and analyzing budget data</p>

	<p>Broad experience working with budget systems</p> <p>Experience identifying systemic problems and making recommendations for changes or new processes</p>
<p><b>KNOWLEDGE</b></p>	<p><b><i>TECHNICAL REQUIREMENTS</i></b></p> <p>Working knowledge of automated accounting and budget systems, (preferably Total Solution Computing (TSC) accounting systems) including legislative and Generally Accepted Accounting Principles (GAAP) requirements</p> <p>Broad knowledge of budget control procedures</p> <p>Broad knowledge of office procedures</p> <p>Broad knowledge of accounting principles, practices and financial controls in the public sector</p> <p><b><i>JOB SPECIFIC REQUIREMENTS</i></b></p> <p>Broad knowledge of Ministry capital funding and accounting procedures</p> <p>Broad knowledge of Ministry budgeting and reporting regulations</p>
<p><b>SKILLS AND ABILITIES</b></p>	<p><b><i>TECHNICAL REQUIREMENTS</i></b></p> <p>Keyboarding skills at 55 wpm or data entry equivalency</p> <p><b><i>INTERPERSONAL REQUIREMENTS</i></b></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 solve on their own</p> <p>Ability to construct thoughts in a logical and convincing fashion and express them in discussion</p> <p>Effective written and oral communication skills and the ability to request and convey information in a diplomatic manner</p> <p><b><i>PROBLEM SOLVING REQUIREMENTS</i></b></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>Demonstrate 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 volume of work, often under the pressure of multiple demands, deadlines and interruptions while maintaining close attention to detail and accuracy</p>
<p><b>WORKING CONDITIONS</b></p>	<p><b><i>OCCUPATIONAL REQUIREMENTS</i></b></p> <p>Sufficient vision and hearing to perform related job duties</p> <p>Able to occasionally lift and move files to dead storage of up to 18 kg (40 lbs)</p> <p>Operate office equipment</p>

Reviewed and Updated May 2011