



Financial Accounting Assistant

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

OVERVIEW

Under the direction of the Manager, Budgets and Financial Analysis, the Financial Accounting Assistant calculates department and school budget allocations; provides an internal control function by monitoring, forecasting and reporting on operating and trust fund expenditures as compared to budget; verifies and tracks changes related to staffing budgets and allocations and staff assignments. The position compiles information and prepares statistical and financial reports in relation to both school and district level budgets; and provides general financial, administrative, and budgetary support to schools and departments.

POSITION DESCRIPTION FINANCIAL ACCOUNTING ASSISTANT

FAA - 1

Calculates and supports the preparation and implementation of budgets for the District by:

- calculating annual department and trust fund budgets;
- calculating the detailed educational, school assistant and clerical staffing allocations for the District's annual budget, including establishing the average teachers' salary and the average salaries for CUPE Local 947 positions;
- calculating the special needs budget allocations for each school;
- reviewing school and department requests to reallocate budget amounts to ensure the availability of budgeted funds;
- preparing supporting documentation to accompany budget submissions and ad hoc reporting requirements, such as retroactive salary cost calculations and costing analysis for proposed projects;
- updating and preparing staffing forms and collating and distributing the school staffing packages; and
- reviewing staffing packages returned by the schools; identifying budget and contractual issues and preparing lists of individuals declared excess to needs and vacant positions for the Human Resources Department

FAA - 2

Monitors, forecasts and reports on operating and trust fund expenditures, staffing budgets and allocations, and staff assignments by:

- monitoring actual and projected expenditures as compared to budget and preparing variance analyses;
- identifying budget deficits and/or surpluses for management decision-making;
- using financial analyses to identify trends and to validate data;
- preparing journal entries to correct expenditures charged to incorrect budget categories;
- preparing documentation to support reallocating budget amounts to match the expenditure plans;
- verifying and tracking changes for educational, school assistant and clerical staffing allocations as compared to budget for each school; and
- maintaining a summary of staff assignments for all schools and departments reconciled to the budgeted allocations

FAA - 3

Contributes to the Financial Services Department's efforts to produce consistently accurate data, timely information and reports by:

- analyzing and compiling financial data from multiple sources to produce information to support budget amounts and accounting transactions, such as contractual leave comparisons over time;
- entering and balancing budget amounts maintained in the budget database system;
- researching budget and accounting related discrepancies and resolving issues with schools and departments;
- reviewing and preparing salary calculations;
- reviewing staffing change requests submitted by the schools for availability of budgeted funds and compliance with contractual obligations; and
- assisting in the development of overall budgetary systems and procedures to enhance financial planning and control within the District

FAA - 4

Prepares schedules and reconciliations necessary to complete various Ministry of Education reports

FAA - 5

Provides advice and support to department and school staff engaged in general accounting activities and in deploying staffing budget allocations

FAA - 6

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

**QUALIFICATIONS FORM
FINANCIAL ACCOUNTING ASSISTANT**

EDUCATION	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Completion of level three (3) of a designated accounting program (CMA, CA or CGA)</p> <p><i>OTHER RELATED COURSES</i></p> <p>Intermediate level payroll courses offered by the Canadian Payroll Association</p>
EXPERIENCE	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Two (2) years specific experience in a large automated financial department and working with an integrated payroll and human resource information system</p> <p><i>JOB SPECIFIC REQUIREMENTS</i></p> <p>Broad experience with calculating and analyzing budget data and with expenditure analysis</p> <p>Proficient with Excel spreadsheets, database management systems, 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 and budget systems, and integrated payroll and human resource information systems, preferably the Total Solution Computing (TSC) systems</p> <p>Broad knowledge of generally accepted accounting principles, practices and financial controls in the public sector</p> <p>Working knowledge of budget preparation, allocation and approval processes in the public sector</p>

	<p><i>JOB SPECIFIC REQUIREMENTS</i></p> <p>Broad knowledge of budget processes for school districts and Ministry reporting regulations</p> <p>Broad knowledge of District policies and regulations, and legislative requirements which impact area of responsibility</p> <p>Broad knowledge of District financial and administrative systems as they relate to staffing, enrolment and funding allocations at the school level</p> <p>Knowledge of relevant collective agreements as they relate to staffing processes</p>
<p>SKILLS AND ABILITIES</p>	<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 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>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><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>Demonstrate motivation and determination in understanding the needs of others while ensuring that legislative and financial control requirements are also addressed</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 files to dead storage of up to 18 kg (40 lbs)</p> <p>Operate office equipment</p>