



Reconciliation Accountant

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OVERVIEW

The Accounting Operations Section of the Financial Services Department is responsible for providing central accounting services for the District. This includes direction to school staff on accounts payable verification and compliance with District payment policies. The section ensures payment and revenue collection practices comply with provincial and federal regulations on taxation, and provides a liaison with the District's bank and arranges bank services to meet District needs. The Section also provides direction to schools regarding accounting records and reporting of non-public funds.

Reporting to the Manager, Budgets and Financial Analysis, the Reconciliation Accountant;

- Ensures financial balance sheet accounts and bank reconciliations are accurate, ensures deductions are legally and statutorily correct and reports on controls and processes; and,
- Identifies and describes areas where problems and inefficiencies are systemic in nature.

POSITION DESCRIPTION RECONCILIATION ACCOUNTANT

RA - 1

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

- gathering and analyzing data to ensure financial statements, bank reconciliations, benefits deductions and other accounting related activities are statutorily and legally appropriate and within the guidelines of Generally Accepted Accounting Principles (GAAP);
- preparing a variety of reconciliation and accounting reports using computer accounting systems;
- researching accounting discrepancies, determining most appropriate methods to correct discrepancies and preparing corrections; and,
- preparing and distributing correspondence to other sections of the Financial Services Department, the Human Resources Department, employees, or outside agencies such as the Pension Corporation, Canada Revenue Agency,

benefit carriers and financial institutions to resolve discrepancies identified in the reconciliation process.

RA - 2

Functions as part of the Financial Services team, by:

- identifying and describing areas where problems and inefficiencies are systemic in nature;
- identifying situations and activities which indicate department performance deficiencies; and,
- providing advice and recommendations on methods and approaches to correct inefficiencies and implement improvements to financial systems, controls and processes.

RA - 3

Prepares and initiates journal entries, payroll entries, cheque requisitions and other entries, ensuring payment related deadlines are met to avoid penalties and interest costs.

RA - 4

Prepares schedules and reconciliations necessary to assist in preparing the audited financial statements, quarterly financial reports, schedules as required by the Financial Information Act, T4 and T4A Reporting and operating cash flow reports.

RA - 5

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

- calculating department and trust fund budgets;
- analyzing and compiling financial information to support budget amounts, such as benefit rates and utilities costs;
- monitoring actual and projected expenditures as compared to budget; and,
- coordinating supporting documentation to accompany budget submissions and ad hoc reporting requirements.

RA - 6

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

RA - 7

Performs other related duties and functions as part of the Financial Services team by undertaking special or priority projects as assigned.

**QUALIFICATIONS FORM
RECONCILIATION ACCOUNTANT**

<p>EDUCATION</p>	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Completion of level 3 of a designated accounting program (CMA, CA or CGA)</p> <p><i>OTHER RELATED COURSES</i></p> <p>Intermediate level payroll course offered by the Canadian Payroll Association</p>
<p>EXPERIENCE</p>	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>2 years of specific experience in a large, automated financial department</p> <p><i>JOB SPECIFIC REQUIREMENTS</i></p> <p>Proficient with Excel spreadsheets and word processing applications</p> <p>Broad experience reconciling financial balance sheet accounts</p> <p>Experience with calculating and analyzing budget data</p> <p>Experience identifying systemic problems and making recommendations for changes or new processes</p>
<p>KNOWLEDGE</p>	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Working knowledge of automated accounting systems including legislative and Generally Accepted Accounting Principles (GAAP) requirements</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 accepted reconciliation practices and specific knowledge of District financial systems and 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 communications skills and the ability to request and convey information in a diplomatic manner</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>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>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>

Reviewed and Updated April 2011