



# Assistant Accountant- Management and Reporting

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## OVERVIEW

Reporting to the Associate Secretary-Treasurer, the Assistant Accountant – Management and Reporting 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 of Education and Child Care guidelines, develops recommendations on accounting procedures and works on special projects as assigned.

## POSITION DESCRIPTION ASSISTANT ACCOUNTANT- MANAGEMENT AND REPORTING

### AA-MR - 1

Assists in monitoring financial activities and producing management requested information and financial reports by:

- preparing schedules and reconciliations necessary to assist in preparing the monthly financial reports, 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 Associate;
- 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 assets, liabilities, revenues and expenditures;
- monitoring, verifying, balancing and formatting outputs of the accounting system; and,
- effecting corrections as identified by review of computer printouts, general ledger accounts and budget documents.

**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 annual and amended budgets and preparing and initiating budget changes;
- interfacing budget transactions and journal entries into the accounting system

**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 funds used in interim of borrowings;
- reviewing expiry dates of the COAs and working with Facilities staff to commit funds or request date extensions as required;
- ensuring that revenue is allocated to the applicable projects;
- reviewing expenses monthly to determine whether they meet capitalization criteria;
- monitoring actual and projected capital project expenditures as compared to budget; and,
- preparing ad hoc reports for facilities as required.

**AA-MR - 4**

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

- allocating alias codes and 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 by:

- reviewing and correcting budget transfers and journal entries prepared by schools and departments;
- researching budget and accounting related discrepancies and assisting schools and departments in resolving issues; and,
- performing annual school accounting records reviews.

**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**  
**ASSISTANT ACCOUNTANT- MANAGEMENT AND REPORTING**

<p><b>EDUCATION</b></p>	<p><b><i>TECHNICAL REQUIREMENTS</i></b></p> <p>Completion of 2-year accounting diploma (or equivalent CPA pre-requisite courses) (Must demonstrate bookkeeping competency by passing a related District bookkeeping test)</p> <p><b><i>OTHER RELATED COURSES</i></b></p> <p>Completion of the Payroll Compliance Practitioner Certificate (4 courses up to one year)</p>
<p><b>EXPERIENCE</b></p>	<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, word processing 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, legislative requirements and Public Sector Accounting Standards</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 up to 18 kg (40 lbs)</p> <p>Operate office related equipment</p>

Reviewed: October 2025