



# **Assistant Accountant- International Education**

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## **OVERVIEW**

Under the direction of the Director, International Education, the Assistant Accountant -International Education is responsible for depositing cash receipts and accurately recording fee revenue, processing disbursement requests, ensuring that financial balance sheet and bank account reconciliations are accurate, identifying and correcting discrepancies and inefficiencies through the reconciliation process, providing direction to the International Education Accounts Clerk regarding account reconciliations, correcting entries and cheque disbursements, calculating and responding to inquiries about the International Education budget allocations to schools, and assisting in preparing and monitoring International Education budgets.

## **POSITION DESCRIPTION ASSISTANT ACCOUNTANT- INTERNATIONAL EDUCATION**

### **AA-I - 1**

Sets up and maintains the record keeping for all International Education funds using computerized accounting systems.

### **AA-I - 2**

Collects cash, bank drafts, cheques, point of sale and credit card payments; oversees and reviews accuracy of cash receipts; prepares bank deposits; electronically transfers bank deposit journal entries to Financial Services daily; and prepares journal entries to record fee revenue for regular and short course programs into the appropriate accounts and correct fiscal period.

### **AA-I - 3**

Ensures that expenses are recorded into the appropriate accounts and correct fiscal period; prepares cheque requisitions; issues cheques for disbursements including, but not limited to, refunds, medical insurance, and invoices; reviews a high volume of homestay payments for accuracy; prepares and arranges payments by wire and electronic funds transfers; prepares and issues agent commissions; reviews large, detailed travel expense claims and verifies multiple foreign currency conversions; reviews district card charges including coding to appropriate expense accounts, and assisting users with questions and issues and

prepares monthly cheque disbursement report for Financial Services.

**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 discrepancies through the reconciliation process; and initiates and prepares correcting entries.

**AA-I - 5**

Assists in the development of the International Education budget, including regular, short-term, group, summer school, department and school program areas; creates and maintains variable short-term program costing templates and complex spreadsheets; reviews and analyses expenditures to ensure appropriate coding; prepares correcting journal entries and budget transfers as required; and calculates and allocates supply budgets to schools with international students twice annually.

**AA-I - 6**

Compiles information in consideration of changing global, economic, and political factors and prepares monthly and year-end financial reports to inform the decision-making of the Director, International Education and to support Financial Services.

**AA-I - 7**

Prepares necessary schedules and reconciliations required for the District's year-end audited financial statements prepared by Financial Services.

**AA-I - 8**

Communicates effectively with the individuals and groups served by International Education including agents, homestay families, school and District staff, students and parents outside of Canada, private custodians, and vendors; handles relations with tact and diplomacy; and communicates information and resolves problems in a well thought out, logical, effective, and culturally sensitive manner.

**AA-I - 9**

Works as an integral part of a team providing direction and/or support related to the accounting functions of the International Education department, including advising the International Education Leadership Team.

**AA-I - 10**

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

**QUALIFICATIONS**  
**ASSISTANT ACCOUNTANT- INTERNATIONAL EDUCATION**

<b>EDUCATION</b>	<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>
<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>Broad experience reconciling financial balance sheet accounts</p> <p>Experience in budget development and financial and expenditure analysis</p> <p>Proficient with Excel spreadsheets, accounting software and word processing applications</p> <p>Experience identifying systemic problems and making recommendations for changes or new processes</p>
<b>KNOWLEDGE</b>	<p><b><i>TECHNICAL REQUIREMENTS</i></b></p> <p>Working knowledge of automated accounting systems including legislative requirements and Public Sector Accounting Standards.</p> <p>Broad knowledge of budget preparation, allocation and approval processes</p> <p><b><i>JOB SPECIFIC REQUIREMENTS</i></b></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>

<b>SKILLS AND ABILITIES</b>	<b><i>INTERPERSONAL REQUIREMENTS</i></b>  <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>Oral fluency in a second language or multiple languages</p> <p>Intercultural competencies and awareness when dealing with partners from various countries</p>
	<b><i>PROBLEM SOLVING REQUIREMENTS</i></b>  <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>
<b>WORKING CONDITIONS</b>	<b><i>OCCUPATIONAL REQUIREMENTS</i></b>  <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: December 2025