



Financial Accounting Assistant

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

OVERVIEW

Under the direction of the Director of Finance, Budgets and Financial Reporting, the Financial Accounting Assistant provides an internal control function by monitoring, forecasting and reporting on operating and special purpose 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:

- assisting with preparation of annual and amended budgets;
- calculating the average teachers' salary and the average salaries for CUPE Local 947 positions;
- 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 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 special purpose 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 general ledger accounts;
- preparing budget transfers to support reallocating budget amounts to match the expenditure plans;
- verifying and tracking changes for staffing allocations as compared to budget for each school and department; 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;
- 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 and Child Care reports. Assists with preparation of charitable tax returns.

FAA - 5

Provides advice and support to department and school staff engaged in general accounting activities, in deploying staffing budget allocations, on charitable and fundraising activities and answering scholarship related questions.

FAA - 6

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

**QUALIFICATIONS
FINANCIAL ACCOUNTING ASSISTANT**

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| EDUCATION | <p><i>TECHNICAL REQUIREMENTS</i></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><i>OTHER RELATED COURSES</i></p> <p>Completion of the Payroll Compliance Practitioner Certificate (4 courses up to one year)</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 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.</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> |

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| | <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><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 up to 18 kg (40 lbs)</p> <p>Operate office related equipment</p> |