



# Reconciliation Accountant

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## OVERVIEW

Reporting to the Manager, Accounting, the Reconciliation Accountant performs a variety of routine and non-routine accounting functions in support of schools, departments and the central accounting services of the District. Responsibilities include balance sheet reconciliations, accounts payable and receivable functions, banking administration, and statutory and tax remittances. The Reconciliation Accountant also provides direction to schools regarding accounting records and reporting of non-public funds.

## 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 Public Sector Accounting Standards;
- 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**

Functions as part of the Department's operational team by:

- preparing and initiating journal entries, cheque requisitions and other entries, ensuring payment related deadlines are met to avoid penalties and interest costs;
- performing Accounts Payable and Receivable functions; and,
- preparing and submitting monthly and quarterly tax filings.

**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**

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;
- reviewing and correcting school and department purchasing card uploads;
- reviewing and uploading all school deposits into the financial system;
- researching budget and accounting related discrepancies and assisting schools and departments in resolving issues; and,
- performing annual school accounting records reviews.

**RA - 6**

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

**QUALIFICATIONS**  
**RECONCILIATION ACCOUNTANT**

<b>EDUCATION</b>	<p><b>TECHNICAL REQUIREMENTS</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>OTHER RELATED COURSES</b></p> <p>Completion of the Payroll Compliance Practitioner Certificate (4 courses up to one year)</p>
<b>EXPERIENCE</b>	<p><b>TECHNICAL REQUIREMENTS</b></p> <p>Two (2) years of specific experience in a large, automated financial department</p> <p><b>JOB SPECIFIC REQUIREMENTS</b></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>
<b>KNOWLEDGE</b>	<p><b>TECHNICAL REQUIREMENTS</b></p> <p>Working knowledge of automated accounting systems, legislative requirements and Public Sector Accounting Standards</p> <p>Working knowledge of budget preparation, allocation and approval processes in the public sector</p> <p><b>JOB SPECIFIC REQUIREMENTS</b></p> <p>Broad knowledge of accepted reconciliation practices and specific knowledge of District financial systems and processes</p>

<b>SKILLS AND ABILITIES</b>	<p><b>INTERPERSONAL REQUIREMENTS</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 communications skills and the ability to request and convey information in a diplomatic manner</p> <p><b>PROBLEM SOLVING REQUIREMENTS</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>
<b>WORKING CONDITIONS</b>	<p><b>OCCUPATIONAL REQUIREMENTS</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