

Group: CUPE

Title: Accounting Assistant

Dept.: Finance

Location: School Board Office

Position Description:

The Accounting Assistant processes account payable and accounts receivable transactions, and accounting transactions in accordance with School District accounting policies and practices as well as Federal and Provincial tax regulations.

Reports to:

Secretary-Treasurer or designate

Direct Reports:

N/A

Duties and Responsibilities:

- Responsible for all school district accounts payable and accounts receivable functions.
- Receive, circulate, check and process approved invoices and reconcile with purchase orders and vendor statements.
- Total invoices, enter data, and run cheques and EFTs.
- Perform reconciliations and make necessary adjustments to ensure all accounts balance.
- Prepare and send customer invoices.
- Collections follow-up and provide periodic aged accounts receivable.
- Data entry and verification procedures for receipts and bank deposits.
- Maintain appropriate records and documentation and prepare reports as required.
- Follow existing procedures as required by changes in contracts, collective agreements, board policies, or government regulations.
- Communicate with staff and others and respond to inquiries and provide general information in a timely manner.

The above job description reflects the principle functions of the job. Other comparable or transient duties which are within the area of knowledge and skills required by the job description may also be assigned.

Job Requirements: Minimum Qualifications

Education & Experience

- Grade 12.
- Keyboarding 50 w.p.m.
- Training in accounting equivalent to a two-year Business Administration/Accounting diploma program or an Office Administration certificate.
- 2 years related experience.

Skills & Knowledge & Abilities

SKILLS:

- Strong conflict resolution skills and an ability to manage difficult situations with tact and diplomacy.
- Customer service expertise, and proficiency in building relationships.
- Strong collaboration and teamwork abilities.
- Proactive and initiative-driven mindset.
- Effective communication, organizational and time management skills, along with attention to detail.

KNOWLEDGE:

- Knowledge of and/or experience with computerized accounting, bookkeeping, and record-keeping systems.
- Knowledge of computer software in a Windows environment, including word processing, spreadsheet, database, Microsoft Office and web-based applications.
- Understanding of general district processes in order to compose a variety of documents and solve practical problems.

ABILITY:

- Ability to maintain effective working relationships with District employees in addition to various outside agencies/suppliers.
- Ability to understand and implement office and accounting procedures.
- Ability to organize and prioritize workload with limited supervision.
- Ability to independently manage requests and problem-solve.
- Ability to work under time pressures and constant interruptions.

RESPONSIBILITY:

- Exhibit professionalism and adhere to District policies, procedures, and safety protocols.
- Work with minimal supervision, following standardized practices and/or methods.
- Maintain a high level of confidentiality.

WORKING ENVIRONMENT:

- Extended periods of sitting or standing in one place.
- Extended periods of keyboarding and prolonged screen time.

- Working in a fast-paced work environment, managing time constraints, navigating frequent interruptions, and handling challenging interactions.
- Work is indoors in clean and well-maintained buildings.
- Long periods requiring significant concentration.

SALARY:

- Wages and employment benefits per CUPE collective agreement.

KEY RELATIONSHIPS:

- SD8 staff
- General Public
- Vendors

Next scheduled revision: Fall 2029

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