

## Accounting Assistant

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### **Job Summary**

Under the supervision of the Secretary-Treasurer the Accounting Assistant provides accounts, accounts payable and other financial accountings duties and tasks as required.

### **General Duties and Responsibilities**

#### a) Accounts Payable and Purchasing

- Maintain the financials accounting system including data entry for accounts payable and month end journal entries.
- Perform and maintain accounts payable processes including verification of receipt of items ordered by purchase order and authorization for payment of invoices and vouchers.
- Assign and /or verify codes on invoices and vouchers in accordance with FRAME and PSAB requirements.
- Maintain purchase order records for all locations and departments and prepares purchase orders when requested.
- Ensure GST rebates on all expenditures are claimed in accordance with federal eligibility rules.
- Ensure outstanding purchase orders are recorded as committed in the financials accounting system.
- Perform cheque runs and distributes cheques complete with payment information enclosures.
- Prepare monthly cheque listing and disbursements for Board approval.
- Coordinate and complete photocopy paper and printer cartridge purchases and monitor inventory levels of same.

#### b) Reporting and Accounting

- Perform general ledger journal entries and input to financials accounting system.
- Perform general ledger account analysis, identify and resolve anomalies or discrepancies.
- Maintain accounts receivable processes (invoicing, receipts, coding and deposits)
- Review outstanding accounts receivable and invoices on a regular basis.
- Maintain and complete budget worksheets and working papers and inputs budgets into financials accounting system.
- Assist in the preparation of annual financial statement and quarterly reporting audit working papers and general ledger account analysis.
- Assist in the accounting and progress reports for capital projects.
- Prepare and circulate monthly revenue and expenditure reports for school administration and supervisors.
  
- Maintain accounting records and reconcile the Division's charitable account and activities.
- Prepare and circulate summary financial statements for senior administration and Board use.

- Maintain accounting system and reporting for school extra curricular trip budgets.
- Compile and input financial data for Manitoba Education financial statements, budgets and quarterly reporting.

c) Communication & Records Maintenance

- Reply to inquiries from school administration, department supervisors, and division office staff concerning general ledger coding, purchasing procedures, purchase orders, expenditures to date, revenues to date, budgets, budget remaining, categorical grants, etc.
- Answer inquiries in the absence of the Secretary-Treasurer.
- Maintain all purchase orders, invoices, vouchers, cheque information, receipts, deposits, bank account records in accordance with division procedure for record retention.
- Maintain complete file of all financials accounting system posting journals.
- Perform daily tape back up of financials accounting server.
- Maintain accounting system supporting documents.
- Maintain accounting, purchasing, lease and other financial contact document files.

d) Other Duties and Responsibilities

- Maintain an equipment and capital assets database for the Division.
- Acts as financial signing officer for the Division in the absence of the Secretary-Treasurer.
- Assist the Secretary-Treasurer in review of school funds accounting and statements and maintain a working paper file of same.
- Assist the Division in preparation for trustee elections.
- Complete office reception duties in the absence of the executive secretary.
- Provide administrative and secretarial support to the Secretary-Treasurer and Maintenance Supervisor.

Adopted May 20, 2008