
SUMMARY

Under the general direction of the Assistant Secretary-Treasurer, or delegate, supports various functions within the Finance Department, with responsibilities distributed across different areas. While this role may include some or all of the duties outlined in the job description, specific tasks will be assigned based on departmental needs and priorities.

Position may require qualifications, duties, and abilities in those listed under General and those listed under the Purchasing Duties as assigned.

DUTIES

1. Liaise with district staff to obtain and process all payment requests including invoices, cheque requisitions, mileage claims, and expense reimbursements ensuring all requests are in compliance with Board policy and procedures.
2. Manages the Purchasing Card Program (p-card), including liaising with the bank, issuing and cancelling cards, distributing statements, and downloading, reviewing, balancing, and interfacing transactions into the accounts payable system.
3. Provides assistance and training, along with technical support, to all users of the district's financial systems.
4. Prepares monthly billing to external stakeholders including Provincial Ministries, licensees, Unions, and other outside entities and ensures billings are aligned with license and Collective Agreement language.
5. Prepares departmental journal entries for a variety of purposes, as well as reviews and approves journal entries submitted by staff from schools, facilities, childcare, and other district programs and departments to ensure they align with Ministry guidelines surrounding funding and grant usage and parameters.
6. Prepares and posts bank deposits. Reviews school deposits and banking transactions and reconciles one or more bank accounts monthly.
7. Prepares monthly receivable and payable reconciliations to ensure the control accounts are balanced and agree to the aged trial balance listings.
8. Manages all requests for donation receipts including assisting school/departments with collecting the appropriate information. Prepares and sends out official donation receipts for income tax purposes as required.
9. Carries out internal audits as directed including p-card audits, department and school budgets, and staff assignments.
10. Prepare and maintain financial tracking spreadsheets for budget to actual, and historical year over year variance analysis.
11. Assist with the monitoring of schools/departments budgets and identifies any areas of concern.
12. Assists in the preparation of various financial reports; in particular, annual and quarterly financial reports and financial statements, Goods & Services Tax, Provincial Sales Tax and the annual Statement of Financial Information.
13. Assists the Central Receiving Shipping Clerk to ensure efficient delivery of purchased goods and materials to the school and district sites and provides coverage for the position when required.

14. Manages the district's cell phone fleet including providing authorized users with devices, preparation of the monthly upload, and review of the monthly invoice.
15. Assists with reporting incidents to Schools Protection Program, preparing and submitting insurance claims, and recording deductibles as required. Ensures all matters are dealt with a high degree of diplomacy and confidentiality.
16. Will on occasion be required to perform other duties as assigned.

PURCHASING DUTIES

17. Liaises with outside agencies, suppliers and district staff to obtain, review, and analyze data on goods/materials/services ensuring procurement is in compliance with Board Policy and procedures.
 18. Working with district departments and schools, coordinates, plans, and prepares tenders, request for proposals and request for qualification documents.
 19. Manages the procurement process including advertising opportunities on BC Bid, finding prospective suppliers and facilitation of consensus meetings to evaluate responses to supplier requests as necessary ensuring the integrity of the tender and bid processes are maintained.
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QUALIFICATIONS

- Completion of a two-year Business Diploma with a specialization in accounting plus five years' experience in an accounting role or an equivalent combination of training and experience.
- Minimum keyboarding speeds of 200 cspm and 50 cwpm.
- Ability to deal with highly confidential and sensitive issues with a high degree of diplomacy and confidentiality.
- Strong demonstrated computer skills including advanced spreadsheets and importing/exporting files to/from other sources.
- Ability and aptitude to work with detail, precision, speed and accuracy and work effectively under pressure, high volumes and tight timelines.
- Excellent interpersonal, communication, customer service and teamwork skills.

PURCHASING QUALIFICATIONS

- Completion of a two-year Business Diploma with a specialization in accounting plus five years' experience in an accounting role or an equivalent combination of training and experience.
- And/or a diploma/certificate in Supply Chain Management with minimum of five years of recent purchasing experience in a public or private sector purchasing department, or an equivalent combination of training and experience.
- Experience in issuing and awarding competitive procurements and contract negotiation and preparation an asset.