

**TITLE:** FINANCE ASSISTANT  
**SECTION:** Finance Department  
**REPORTS TO:** Assistant Secretary-Treasurer

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## **SUMMARY**

Under the general direction of the Assistant Secretary-Treasurer or delegate performs financial functions as outlined in the duties below.

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## **DUTIES**

1. Utilizing the district's accounting system processes accounts payable, accounts receivable, purchase requisitions and/or banking transactions and reconciles to control accounts.
  2. Downloads, reviews and balances purchasing card data and interfaces into the accounts payable system.
  3. Provides assistance and training along with technical support to users of the district's financial reporting systems, purchasing card system and school based accounting systems.
  4. Researches, communicates and liaises with suppliers and stakeholders including Provincial Ministries, outside agencies, district and school based staff and union executives for the purpose of collecting and disseminating information and to resolve billing and payment issues.
  5. Reviews and processes school deposit and journal entry batches.
  6. Prepares and posts bank deposits. Reviews banking transactions and reconciles one or more bank accounts monthly.
  7. Carries out internal audits as directed including p-card audits.
  8. Assists in the preparation of various financial reports; in particular, annual and quarterly financial reports and financial statements, Goods & Services Tax, Provincial Sales Tax, Stats Canada reports and the annual Statement of Financial Information.
  9. Analyzes school generated funds for financial reporting purposes and prepares and posts quarterly reclass entries.
  10. Will on occasion be required to perform other duties as assigned.
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## **QUALIFICIATIONS**

- High School graduation or the equivalent
  - 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.
  - 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.
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