

JOB DESCRIPTION

POSITION TITLE: ACCOUNTING ASSISTANT

REPORTS DIRECTLY TO: ACCOUNTING SUPERVISOR

REPORTS INDIRECTLY TO: SUPERINTENDENT OF FINANCE, ADMINISTRATION AND PLANNING

DIRECT REPORT: N/A

ORGANIZATION: PRAIRIE SPRIT SCHOOL DIVISION NO. 206
WARMAN, SASKATCHEWAN

DATE: MAY, 2012

ABOUT THE PRAIRIE SPIRIT SCHOOL DIVISION

The Prairie Spirit School Division No. 206 was formed in 2006 as a result of an amalgamation of three school divisions. The School Division has 45 schools located in 28 communities surrounding the City of Saskatoon which includes 3 First Nations and 9 Hutterite communities. The student population of approximately 9,400 is served by a team of dedicated professionals and support staff.

Prairie Spirit School Division requires that all employees:

- conduct themselves in a manner that is appropriate to an educational institution that provides services to children,
- deal tactfully with staff and the public,
- be knowledgeable and supportive of Board policies,
- be willing to engage in lifelong learning.
- Will respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by administration of the school or school division. Breaching confidentiality is a serious violation of acceptable conduct.

THE POSITION

The Accounting Assistant is responsible for ensuring that all invoices, expense claims, deposits, etc. received by the school division are processed in a timely manner in accordance with established policies and procedures.

KEY ACCOUNTABILITIES

Accountability: Accounts Payable/Accounts Receivable (95%)

- Accurately and promptly processes all invoices, expense claims, travel claims, etc. within the accounting system
- Ensures proper approvals and coding have been obtained
- Enter, batch, total, verify and reconcile transactions such as accounts payable, purchase orders, cheques, invoices, and bank statements.
- Support the preparation of period or cost statements or reports
- Communicate with vendors and schools to resolve billing issues and answer other inquiries regarding billing and payments
- Perform related clerical duties, such as word processing, spreadsheets, maintaining filing and record systems, faxing, scanning and photocopying.

- Responds to customer and school inquiries, maintains good customer and school relations and solves problems
- Process weekly payment runs – Canadian and US
- Enter School and Division Office Deposits
- Issue Invoices to outside organizations
- Check and follow up with Monthly Statements

Accountability: Other duties as assigned (5%)

SKILL & COMPETENCY REQUIREMENTS

- Able to perform calculations required to facilitate tax related calculations.
- Excellent interpersonal, written and verbal communication skills with the ability to interact with all levels of the organization.
- Ability to work independently with minimal supervision.
- Ability to integrate policy into decision-making.
- Ability to prioritize multiple demands and shift priorities as required.
- Ability to work as a team player.
- Maintain confidentiality

EDUCATION, KNOWLEDGE AND EXPERIENCE

- Possess a Grade 12 diploma.
- Completion of post-secondary courses in accounting or financial management from a recognized educational institution would be a definite asset
- A minimum of two years accounts payable experience in a computerized accounting environment, including experience in an integrated computerized accounting system
- Demonstrated knowledge of computer systems and the ability to work in a variety of software applications, including Microsoft Word and Excel
- Demonstrated knowledge of current accounting practices and policies.