

ROLE OF THE ACCOUNTANT

Background

Guided by the District's vision, mission, and values, the Manager of Accounting will assist the Secretary Treasurer in fulfilling the general and specific aspects of the role description for the Secretary Treasurer as defined in the School Act and Board policy.

Procedures

The Manager of Accounting is directly responsible and accountable to the Secretary Treasurer.

The Manager of Accounting will have specific responsibilities for:

1. Finance Services Management
 - 1.1 Assists Manager of Accounting with the daily financial operations of the District.
 - 1.2 Acts as system administrator for the District financial software system, maintaining the integrity of the system including creating/changing/deleting users as necessary, providing ongoing support to all users, and evaluating the need for system enhancements or changes.
 - 1.3 Assists in the preparation of department/school budgets in the District, as required by the Secretary Treasurer.
 - 1.4 Prepares monthly financial reports for department budgets in the District.
 - 1.5 Answers inquiries from schools and other departments regarding their financial reports; prepares journal entries to amend the record, as required.
 - 1.6 Conducts annual audits of school-generated funds for selected schools and prepares a written report on the selected schools' compliance with Administrative Procedures and audit requirements; conduct reviews of actions on prior year audits.
 - 1.7 Assists the Secretary Treasurer in the preparation of monthly reporting for the revenues and expenditures for the entire District.
 - 1.8 Assists the Secretary Treasurer in the preparation of the annual financial statements and the coordination of the interim and annual audits.
 - 1.9 Oversees reconciliation, on a continuous basis, of all general ledger asset and liability accounts.
 - 1.10 Assists the Secretary Treasurer in the provision of a cash flow analysis for the District's general account, as required.
 - 1.11 Assists the Secretary Treasurer with the maintenance of the insurance program for the District.
 - 1.12 Administers trust and scholarship funds within the District.

2. Administrative Procedures

- 2.1 Assists the Secretary Treasurer in the planning, development, implementation and evaluation of Board policy within areas of responsibility.
- 2.2 Provides leadership in the planning, development, implementation and evaluation of administrative procedures within areas of responsibility.
- 2.3 Ensures application of Board policy and administrative procedures as required in the performance of duties.

3. Organizational Management

- 3.1 Demonstrates effective organizational skills resulting in compliance with all legal, Ministerial and Board mandates and timelines, and adherence to Secretary Treasurer's directives.
- 3.2 Contributes to a District culture which facilitates positive results, effectively handles emergencies, and deals with crisis situations in a team-oriented, collaborative and cohesive fashion.

4. Communications and Community Relations

- 4.1 Takes appropriate actions to ensure open, transparent internal and external communications are developed and maintained in his area of responsibility.
- 4.2 Ensures staff have a high level of satisfaction with the services provided and the responsiveness of the department.

5. Secretary Treasurer Relations

- 5.1 Establishes and maintains positive professional working relations with the Secretary Treasurer.
- 5.2 Honours and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy and encourages staff to do the same.
- 5.3 Provides the information which the Secretary Treasurer requires to perform their role in an exemplary fashion.

6. Leadership Practices

- 6.1 Practices leadership in a manner that is viewed positively and has the support of those with whom they work in carrying out the Secretary Treasurer's expectations.
- 6.2 Exhibits a high level of personal, professional and organizational integrity.

Reference: Sections 23, 65, 85 School Act
School Regulation 265/89

Approved: August 15, 2021
Revised: