

## **ROLE OF ACCOUNTING SERVICES MANAGER**

### **Background**

Guided by the District's vision, mission, and values, the Accounting Services Manager 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 Accounting Services Manager is directly responsible and accountable to the Secretary Treasurer.

The Accounting Services Manager will have specific responsibilities for:

1. Finance Services Management
  - 1.1 Manages the daily financial operations of the District which includes the accounting and payroll systems, accounts receivable, accounts payable, CUPE timekeeping and cash receipting.
  - 1.2 Assists Accountant with monthly financial reports for department budgets in the District.
  - 1.3 Conducts routine audits on payroll and benefits to ensure internal controls are working effectively and are administered in accordance with employment contracts or regulatory authorities. This includes: SUPPORT, CUPE Casual, Teacher, TTOC, Excluded and casual compensation.
  - 1.4 Review and audit of accounts payable disbursements, accounts receivable and cash receipts.
  - 1.5 Reconcile all pension plan and Receiver General payroll remittances.
  - 1.6 Prepare semi-annual GST Rebate and oversee and assist with T4, T4A and Pension reporting.
  - 1.7 Administration of the Purchase Card Program.
  - 1.8 Preparation of the quarterly GRE Financial Report.
  - 1.9 Preparation of annual Charity Return.
  - 1.10 Assists the Secretary Treasurer in the preparation of a quarterly statement of revenues and expenditures for the entire District.
  - 1.11 Assists the Secretary Treasurer in the preparation of the annual financial statements and the coordination of the interim and annual audits.
  - 1.12 Assist with and reconcile the preparation of quarterly EDAS Reporting.
  - 1.13 Assists the Secretary Treasurer in the provision of a cash flow analysis for the District's general account, as required.

- 1.14 Assists the Secretary Treasurer with year end reporting and coordination with annual audit of financial records.
- 1.15 Prepare SOFI Report and actuarial reporting as required.
2. Human Resource Management
  - 2.1 Ensures job descriptions are developed and updated, and evaluation processes are implemented, for direct reports, in accordance with the procedures established by the Director of Instruction/Human Resources.
  - 2.2 Supervision of all accounts payable and payroll disbursement employees.
3. Administrative Procedures
  - 3.1 Assists the Secretary Treasurer in the planning, development, implementation and evaluation of Board policy within areas of responsibility.
  - 3.2 Provides leadership in the planning, development, implementation and evaluation of administrative procedures within areas of responsibility.
  - 3.3 Ensures application of Board policy and administrative procedures as required in the performance of duties.
4. Organizational Management
  - 4.1 Demonstrates effective organizational skills resulting in compliance with all legal, Ministerial and Board mandates and timelines, and adherence to Secretary Treasurer's directives.
  - 4.2 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.
5. Communications and Community Relations
  - 5.1 Takes appropriate actions to ensure open, transparent internal and external communications are developed and maintained in his area of responsibility.
  - 5.2 Ensures staff have a high level of satisfaction with the services provided and the responsiveness of the department.
  - 5.3 Investigates, and facilitates resolution of concerns, and conflicts.
6. Secretary Treasurer Relations
  - 6.1 Establishes and maintains positive professional working relations with the Secretary Treasurer.
  - 6.2 Honours and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy and encourages staff to do the same.
  - 6.3 Provides the information which the Secretary Treasurer requires to perform their role in an exemplary fashion.
7. Leadership Practices

- 7.1 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.
- 7.2 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: