

LL 359674

CCA

DIVISION ADMINISTRATIVE JOB DESCRIPTIONS

POSITION: SUPERVISOR, ACCOUNTING

REPORTS TO: Secretary-Treasurer/ Chief Financial Officer

SUPERVISES: Accounts Payable Staff

JOB SUMMARY: To oversee and ensure the successful delivery of the Division's accounts payable and accounting functions including audit, compilation, consolidation and analysis of financial data.

KEY ACCOUNTABILITIES:

1. To perform internal audit reviews for school locations and parent council organizations and to make recommendations for improvements to financial control procedures.
2. To perform analysis on school fund financial records, and prepares Special Purpose financial statements, working papers, and reconciliations and to facilitate the year-end rollover for schools in accordance with FRAME.
3. To manage school cash including online software, and to facilitate implementation of new modules and training for school staff.
4. To provide leadership and training to school administration re: internal controls, budgets, school cash and school fund accounting matters.
5. To perform banking duties including: signing authorities, transfers and reconciliations for General, Payroll, US, International Education and Capital accounts.
6. To administer project grants, submit claims, and completes financial reporting and to review location budgets and ensures expenses are in accordance with budget.

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ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Great Schools for Growing and Learning

JOB DESCRIPTION:**AP1-14**

7. To review all cheque registers and supporting documentation.
8. To analyze general ledger accounts for accuracy and prepares adjusting journal entries as required.
9. To review and authorize payrolls and/or to assist in the completion of payrolls as required; as well as to prepare T4A and T4A-NR slips.
10. To review and authorize travel advance expenditures and car mileage claims.
11. To secure incoming revenue for deposits, and verify the accuracy of deposits, including assisting in the control of the International Student and Continuing Education Program.
12. To assist the finance department with budget development and audit processes.
13. To assist the FIPPA officer to ensure Division practices are compliant.
14. To act as the St. James-Assiniboia Scholarship Foundation Treasurer and provide administrative support, maintain financial records and provide administrative and financial leadership/guidance to the foundation; and maintain and monitor investments and endowment funds, issue tax receipts and files annual Charity Return.
15. To participate in the MANTE Professional Development Committee.
16. To act as a Division Signing Officer.
17. To administer the Board Office petty cash fund.
18. To assume other responsibilities as required.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Business or Finance
- 3rd year Chartered Professional Accountant or equivalent

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ST. JAMES-ASSINIBOIA SCHOOL DIVISION

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- Knowledge of FRAME, PSAB, CPA Canada handbook and sales tax regulations
- 3-5 Years related experience including supervisory experience
- An equivalent combination of education and experience may be acceptable to the Division.

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