

## School Accounting Administrator

<b>DAILY SUPERVISOR:</b>	<b>Principal</b>
<b>PROGRAM SUPERVISOR</b>	<b>Director of Finance</b>
<b>HOURS OF WORK</b>	<b>35 HOURS PER WEEK ( 1.0 FTE)</b>

### JOB DESCRIPTION

Under the daily supervision of the Principal, and the direction of the Director of Finance, the School Accounting Administrator is responsible for the day to day business and accounting for school generated funds as well as the accounting for the school's district budget. The duties include, but are not limited to:

- The completion of month end and year end accounting procedures
- Ensures accounting for SGF and district level accounting are in compliance with appropriate Board policies and administrative procedures
- Compiles and analyses data in order to prepare various financial reports and summaries
- Completes analytical review and variance analysis of financial data and provides report of the results to the Principal and Director of Finance
- Monitors the internal financial controls and procedures in regards to merchandising and fundraising activities
- Provides periodic reporting to the Director of Finance on the status of internal financial controls
- Makes recommendations to the Principal for payment of expenditures
- In conjunction with the Principal, coordinates the preparation of the school's operating budget
- In conjunction with the Principal, coordinates the preparation of the school's co-curricular budget
- Provides accurate and timely financial reporting to the school Principal and Director of Finance
- Provides district level support and assistance to other schools' school generated funds accounting on an as-needed basis.

### QUALIFICATIONS

<b>EDUCATION:</b>	Bachelor of Management Degree with a major in accounting. 2 year accounting diploma from a recognized college may be considered with a minimum of 4 years of work experience in accounting
<b>WORK EXPERIENCE:</b>	Minimum 2 years of accounting experience
<b>TECHNICAL SKILLS:</b>	Budget preparation Understanding of Public Sector Accounting Standards Proficiency with Microsoft Office Proficiency with school-based accounting software Proficiency with SRB software Well-organized and able to manage many tasks in a busy work environment

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**INTERPERSONAL SKILLS:**

Excellent communication skills  
Ability to work individually but also as part of a team  
Confidentiality

**RELATED REQUIREMENTS**