

# HOLY TRINITY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 22

**POSITION TITLE:** CATHOLIC EDUCATION CENTRE ACCOUNTANT

**Reports To:** Directly: Secretary-Treasurer  
Indirectly: Director of Education

## **General Description:**

The Catholic Education Centre Accountant is responsible for accounting and related duties which would produce monthly financial, budget and other reports required by the Secretary-Treasurer.

The Catholic Education Centre Office Accountant is responsible for ensuring that all invoices which have been audited and approved for payment are entered into the computerized accounting system, are paid in a timely manner to avoid late or interest charges, and are filed in an alphabetical file.

The Catholic Education Centre Accountant shares the responsibility to foster Catholic Christian Gospel values, in particular, hospitality service, community and stewardship.

## **Required Education, Knowledge, Qualifications and Experience:**

- Possess a Grade 12 diploma;
- Possess a Diploma or Degree in Accounting from a recognized educational institute;
- A minimum of five years of experience in an accounting discipline;
- Current experience in the operation of an integrated computerized accounting system;
- Demonstrated knowledge of current accounting practices and policies;
- An understanding of manual and computerized accounting systems;
- Related accounting experience in an organization with an operating budget of at least ten million dollars would be an asset;
- Demonstrated knowledge of computer systems and the ability to work in a variety of software applications;
- Demonstrated knowledge of Spreadsheet and Word Processing software. Specifically knowledgeable in the operation of the SUN micro system computers and Word Processing in Star Office; and
- Experience in the operation of a variety of office equipment including, but not restricted to: copiers, calculators, fax machines, computers, typewriters, telephones, etc.

## **Required Skills and Abilities:**

- Possess excellent written and verbal communication skills;
- Ability to work independently with minimal supervision;
- Ability to prioritize multiple demands;
- Possess interpersonal and communication skills; and
- Ability to work as a team player.

**Supervision of Staff:**

The Catholic Education Centre Accountant is to supervise and is responsible for the Catholic Education Centre Office Clerk, should the position be staffed.

**Duties and Responsibilities:**

Without restricting the generality of the general foregoing description, the Catholic Education Centre Accountant shall perform such duties and responsibilities as may be assigned including, but not restricted to, the following:

- Be willing to engage in lifelong learning with respect to training, in-service and courses of study;
- Deal tactfully with staff and the public.
- Responsible for financial record keeping, input and monitoring of the School Division budget, school budgets, public accounts and professional development budgets;
- Responsible for monthly bank reconciliations;
- Responsible for general ledger input and reports;
- Responsible for financial correspondence;
- Responsible for annual tenders for academic supplies, bus maintenance and fuel, contracted services, driver training, etc.
- Responsible for the electronic Canadian Savings Bond program;
- Responsible for year end documentation for auditors;
- Responsible for record keeping and payment of GST and PST;
- Responsible for entering data on the accounting system. Enter invoices in a timely manner to ensure that late or interest charges are not applied for late payments;
- Conduct cheque runs twice monthly and audit the cheque register to ensure the data entered is correct and includes all invoices scheduled for payment prior to finalizing the process and issuing of cheques;
- Input signatures on the cheques and forward the cheques to the Secretary-Treasurer for audit and approval;
- Delete all purchase orders that are no longer valid from the accounting system;
- Provide financial or other reports which may be requested by Superintendents of the School Division as well as Administration personnel locate at the school sites;
- Post job openings to the Provincial LEADS/SASBO web site and other web sites where applicable;
- Coverage for substitute booking for short periods of time due to an unexpected absence of the Central Office Administrative Assistant; and
- In the case where the School Division does not staff the position of Catholic Education Centre Office Clerk, all duties and responsibilities falling under that position become duties and responsibilities of the Catholic Education Centre Accountant.

**Confidentiality:**

At no time should the Catholic Education Centre Accountant discuss in public information pertaining to employees or the operation of the Division. The Catholic Education Centre Accountant is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to

the public by the administration of the School Division. Breaching confidentiality is a serious violation of acceptable conduct and *The Protection of Privacy Act*.

**Independence:**

The Catholic Education Centre Accountant is expected to work independently and take initiative.

**Working Jointly With Other Staff On Common Assignments Or Tasks:**

The Catholic Education Centre Accountant responds to inquiries from Principals, School Secretaries and Education Centre personnel with respect to financial inquiries. The position of Catholic Education Centre Accountant involves working with other personnel on a daily basis.

**Responsibility for Quality Of Assigned Work:**

The Catholic Education Centre Accountant receives only occasional general supervision and is solely responsible for the quality of the assigned work. The efficient and timely payment of accounts is critical to the accuracy of financial information and the reputation of the Board of Education.