



FRONTIER SCHOOL DIVISION POSITION DESCRIPTION
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JOB TITLE	Capital and Financial Services Accountant
CLASSIFICATION	
DEPARTMENT	Secretary-Treasurer
LOCATION	Division Office
REPORTS TO	Assistant Secretary-Treasurer
STAFF SUPERVISED	n/a
PROBATIONARY PERIOD	Three months
EFFECTIVE DATE	

POSITION SUMMARY

Reporting to the Assistant Secretary Treasurer, the Capital and Financial Services Accountant provides key information in the areas of risk management insurance, fixed asset accounting and vehicle management to supervisors and management. Critical information regarding financial and capital information is generated and provided. The incumbent works closely with the Assistant Secretary Treasurer during year ends and budgetary preparation. The Capital and Financial Services Accountant manages Division insurance requirements including renewal of all policies and distribution of information pertaining to policy coverage. The incumbent develops and builds key links with Provincial and Federal agencies and works with banking, leasing, and insurance contacts to ensure all of Frontier School Divisions objectives are met. The Capital and Financial Services Accountant is a member of the Finance and Capital meetings held monthly.

QUALIFICATIONS

Education

- Enrollment in a minimum of the 3rd level of CGA/CMA Program with commitment to complete program during employment.

Experience

- Five years experience working in an accounting role with demonstrated procession of increasing responsibility which relates to knowledge gained through practical work experience and education.

Knowledge, Skills and Abilities

- Knowledge of computerized accounting systems and related computer programs (i.e. Excel).
- Excellent verbal and written communication skills.
- Ability to work independently and as well as part of a team.
- Ability to develop and maintain working relationships with people of all levels both internal and external to the organization.

DUTIES AND RESPONSIBILITIES

Fixed Asset Accounting

- Tracks capital projects and submits process claims to Public Schools Finance Board, debentures and annual capital allocation.
- Prepares working papers for Capital portions on both June 30th and March 31st Financial Statements.
- Tracks Divisional property, buildings, equipment, vehicles and capital improvements as well as related amortization. Makes necessary entries and completes all required reporting.
- Tracks D-grant expenditures and prepares review document for monthly meetings.
- Reviews tax billings and ensures payments meet deadlines.
- Prepares necessary agreements for the acquisition of property by rental or purchase.

Financial Accounting

- Monitors and analyzes ongoing information and consults with appropriate department or area regarding concerns.
- Distributes monthly reports to Area Offices and Department Heads.
- Prepares monthly financial statements for Finance Committee.
- Tracks additions to budget for grant funding.
- Reviews expenses and prepares reports for funders.
- Assists in the year-end financial statements by monitoring revenue and expense variances.
- Liaises with external auditors and answers questions during year end process.
- Provides information on lease, tax, insurance, and other areas as a key member of the Annual budget team.
- Posts and monitors expenses related to Division Credit Cards.
- Completes and forwards all required government reporting.
- Works with external auditors in connection with audit(s).
- Monitors and identifies items which exceed budget as well as identifies potential cost savings.

Insurance & Risk Management

- Oversees all insurance claims and submits to insurance company for reimbursement.
- Reports all staff and student accidents to relevant parties.

Vehicle Management

- Manages all leasing arrangements for Division vehicles.
- Monitors insurance requirements for Division vehicles.
- Monitors requests for vehicle rentals.
- Performs accounting for lease payments and gas cards.

Performs other duties as assigned.

CONTACTS

Division personnel
Other organizations

WORKING CONDITIONS

General office conditions.
Minimal travel required.
This is a 12 month per year position.

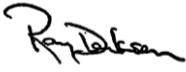


PHYSICAL AND VISUAL REQUIREMENTS

Ability to lift 10 kilogram boxes.
Visual concentration and repetitive keyboarding tasks approximately 80% of the time.

EQUIPMENT USED

General Office equipment
Payroll software

APPROVED

	March 9, 2012
Signature, Chief Superintendent	Date
	March 9, 2012
Signature, Secretary-Treasurer	Date
	March 9, 2012
Signature, Human Resources Coordinator	Date