

**Our Motto** Students Come First

**Our Mission** Building Strong Foundations to Create Bright Futures

**Our Values** Belonging, Respect, Responsibility, Learning, Nurturing and Perseverance

**Our Vision** Learning Without Limits…Achievement For All

# Accounting Assistant

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| **Portfolio:** | Accounts Payable/Receivable |
| **Reports Directly to:** | Accounting Manager  |
| **Reports Indirectly to:** | Chief Financial Officer |
| **Direct Reports:** | 0 |
| **Department/Location:** | Accounting/Good Spirit Education Complex – Yorkton, SK |
| **Salary Range:** | Accounting Assistant Grid – 5 steps |
| **Last Updated:** | May 11, 2022 |

**Position Profile:**

* Guided by the Good Spirit School Division’s foundational statements, the Accounting Assistant is a key resource responsible for providing accounting support in various aspects of the financial process including payments, receipts, reporting and documentation. The Accounting Assistant will represent the Division in a positive, ethical and professional manner. This position works toward 4 strategic focus and long-term goals: Student & Family; Internal Process; People Capacity and Financial Stewardship.

**Duties & Responsibilities**

Without restricting the generality of the overview above, the Accounting Assistant shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

* Ensures all Vendors invoices are paid accurately, in a timely fashion with the appropriate documentation and approvals by all necessary parties.
* Ensures requirements are met for third party legislation and reporting including proper allocation of taxes, GST Returns, PST remittances, WCB clearances, Fuel tax rebates, charitable tax returns, etc
* Maintains accurate computerized vendor files and purchase order system including EFT set ups and maintenance.
* Completion of credit applications for new vendors for approval by the Accounting Manager.
* Ensures appropriate and timely revenue collections are made including invoice generation, receipting and bank deposits made in a timely fashion.
* Assists the Accounting Manager in the maintenance and tracking of scholarships and trust fund accounts and investments held for other parties.
* Maintain Mastercard accounts including statement delivery and follow up with cardholders including data entry and summary distribution into the accounting system.
* Occasional support upon request in preparation of reports and other data necessary for the analysis and support of ongoing programs.
* Support the audit preparation process including interaction and follow up with auditor requests for data and verifying documentation.
* Additional duties and support to the Accounting Manager and Chief Financial Officer as required.

**Education and/or Experience**

* Minimum Grade 12 or equivalent
* Diploma/Certificate in Accounting/CPA or related post-secondary program

## Knowledge, Skills and Abilities

* **Quality & Organization of Work**

An Accounting Assistant must demonstrate his or her ability to pay attention to detail and ensure work is consistently completed and accurate within expected timeframes.

* **Adaptability & Flexibility**

An Accounting Assistant must adapt to and work effectively within a variety of situations, and with various individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue and adapting one’s approach as the requirements of a situation change.

* **Communication**

An Accounting Assistant must communicate effectively with the public, school staff, parents and division office personnel. Excellent interpersonal skills and must be a positive representative of the Good Spirit School Division

* **Job Knowledge**

An Accounting Assistant must be committed to professional learning towards enhancing his or her skills and knowledge to perform the required tasks. One must demonstrate his or her ability to effectively create, manipulate and utilize spreadsheets, word documents and file management.

* **Cooperation & Teamwork**

This position involves working collaboratively with, and under the direction of, the accounting manager and with other school personnel on a daily basis. Accounting Assistants must have the ability to work as a team player and work independently with minimal supervision.

* **Attitude**

An Accounting Assistant must present a positive and professional attitude towards others, their work, and the division and conduct oneself in an appropriate manner. The position promotes the GSSD values of belonging, respect, responsibility, learning, nurturing and perseverance.

* **Confidentiality**

At no time should the Accounting Assistant discuss, in public, information pertaining to employees, students or the operation of the division. Employees are 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 or the school division. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act.*