



Accountant Administrative Procedure 2.B.145

2.0 Human Resources
2.B. Position Descriptions

Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 16

Legal Reference:

Date Adopted: May 2025

Date Amended:

PHILOSOPHY

Evergreen School Division believes in a system that fosters respect, caring and good communication within and outside the school division. The major goals and tasks of the employees of the division are to honor these values in the daily interactions with staff, students and the public and to assist in the development and implementation of a quality education system. Confidentiality is an expectation of these positions of trust in our public school system.

GENERAL POSITION DESCRIPTION

The Finance Clerk provides support to schools regarding financial matters, software and reporting, supports other financial departments at the Education Support Centre, and assists the Secretary-Treasurer. This position works under the direction of the Secretary-Treasurer and requires that complete confidentiality is maintained at all times. This person operates as part of the Education Support Centre office team to provide efficient and effective service for Senior Administration and the school division.

RESPONSIBILITIES AND DUTIES

School Cash

- Coordinate School Cash reviews with School Secretaries
- Create quarterly School Cash income statements
- Offer School Cash software support (functionality)

Accounting Transactions

- Monthly reconciliation of general and payroll bank accounts
- Input budget information into accounting software
- Create monthly income statement and review with Secretary-Treasurer
- Analyze GL accounts and determine if adjusting entries are required.
- Create accounting adjustments, as necessary.
- Create quarterly balance sheet statements and review with Secretary-Treasurer
- Primary support and troubleshoot for the accounting systems as necessary

External Reporting

- Coordinate with Secretary-Treasurer the creation of external reporting to the Province and 3rd party vendors
- Coordinate with Secretary-Treasurer reports and information for external auditors
- Assist Secretary-Treasurer with the tracking and administration of external contracts
- Review and file GST rebates in accordance with Canada Revenue Agency guidelines
- Track and report on Division scholarships

Other

- Provide backup support to Education Support Centre finance roles
- Assist the Secretary-Treasurer in the preparation of the budget
- Perform any other related duties as assigned or directed by Secretary-Treasurer
- Assist in Data Integrity and Data Extract with Student Information System

SKILLS / QUALIFICATIONS

- Ability to be work independently and able to work on teams cross-functionally
- Ability to organize, prioritize and follow through with important projects
- Strong analytical skills with the ability to collect, organize and analyze significant amounts of information
- Strong attention to detail
- Exceptional written and oral communication skills
- Be familiar with generally accepted accounting procedures and have training or experience in bookkeeping.
- Ability to problem-solve with a track record of producing results
- Exceptional time management skills
- Ability to present complex information in a simplified way to various audiences
- Proficiency and accuracy in keyboarding and data entry

EMPLOYMENT REQUIREMENTS

- University degree in commerce, or a Diploma in a recognized Accounting or related Program (or an equivalent combination of academic and practical experience) or be presently enrolled in Chartered Professional Accountants program.
- Minimum of two (2) years related experience in Bookkeeping and/or Accounting.