



# Accounting Assistant

## Administrative Procedure 2.B.100

2.0 Human Resources  
2.B. Position Descriptions

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

**Legal Reference:**

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**Date Adopted:** December 2024

**Date Amended:**

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### 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 Accounting Assistant provides accounts payable and purchasing services for the school division and financial reporting under the direction of the Secretary-Treasurer. This person operates as part of the Evergreen Support Centre office team to provide efficient and effective service for Senior Administration and the school division.

### RESPONSIBILITIES AND DUTIES

#### Accounts Payable and Purchasing

1. Maintain the financial accounting system including data entry for accounts payable and month end journal entries.
2. Perform and maintain accounts payable processes including verification of receipt of items order by purchase order and authorization for payment of invoices and vouchers.
3. Assign and/or verify codes on invoices and vouchers are in accordance with Division requirements.
4. Maintain purchase order records for all locations and departments and prepares purchase orders when requested.
5. Ensure GST rebates on all expenditures are claimed in accordance with federal eligibility rules.
6. Ensure outstanding purchase orders are records as committed in the financial accounting system.
7. Perform cheque runs and distributes cheques complete with payment information enclosures.
8. Coordinate and complete photocopy paper purchases and monitor inventory levels of same.

### Accounts Receivable

1. Maintain the financial accounting system including data entry for accounts receivable and month end journal entries, including the creation and posting of invoices, receipts and deposits.
2. Review outstanding accounts receivable and invoices on a regular basis.
3. Assist in the account and progress reports for capital projects.

### Communication and Records Maintenance

1. Reply to inquiries from school administration, department supervisors, and division office staff concerning general ledger coding, purchasing procedures, purchase orders, expenditures to date, budgets, budget remaining.
2. Maintain all purchase orders, invoices, vouchers, cheque information, receipts, deposits, bank account records in accordance with Division procedure for record retention.
3. Maintain account, purchasing, lease and other financial contact document files.
4. Assist the Secretary-Treasurer with clerical and account services for the Scholarships including:
  - a. Fiscal tracking
  - b. Donation receipting
  - c. Issuing cheques

### SKILLS / QUALIFICATIONS

- Strong interpersonal skills; working as part of a team
- Excellent verbal and written communication skills
- Strong organizational skills
- Demonstrated data entry skills with a great attention to detail and accuracy
- Working knowledge of accounting principles, procedures and practices
- Ability to prioritize and manage time to ensure deadlines are met
- Strong computer skills and experience working with accounting software applications, Word and Excel, and Microsoft Teams

### EMPLOYMENT REQUIREMENTS

- Diploma in a recognized Accounting or related Program (or an equivalent combination of academic and practical experience)
- Minimum of two (2) years related experience