



JOB DESCRIPTION

Accounting Technician

Position Summary

Under the supervision of the Controller, this position is primarily responsible for the day-to-day operation of the accounting functions. This responsibility includes ensuring financial transactions are accurately recorded, receivables are monitored and collected in a timely manner, and regular reporting of management information is completed. This position supports managers in the preparation and monitoring of budgets and responds to employee inquiries on accounting matters for all internal departments.

LEVEL SGEU 05
LOCATION Weyburn
SCOPE OF WORK

Division: Finance and Administration
Function: Office Staff
Supervisor: Controller
Direct Reports: None
Budget Responsibility: None

Key Accountabilities

- ☐ Assist with the management of the workload for the Finance department, assign work and schedule resources, in consultation with the Controller.
- ☐ Perform verification testing to ensure that expenses are coded to the correct budget and correctly entered into the financial systems.
- ☐ Ensure appropriate sales taxes are paid and all available recoveries of taxes are requested.
- ☐ Perform verification testing of accounts receivable input to ensure all amounts owed to the College are correctly recorded within the financial systems, invoicing occurs, payments received are recorded in the financial system, and outstanding items are followed up for collection.
- ☐ Verify and post journal entries submitted to ensure transfer of fund requests are properly authorized, coded, and entered into the general ledger in the appropriate periods.
- ☐ Maintain integrity of the general ledger by reviewing and posting accounts receivable payments and government funding.
- ☐ Oversee account coding for corporate invoices coded by Finance.
- ☐ Determine when accrual and prepaid adjustments are necessary.
- ☐ Ensure integrity of financial systems through balancing and reconciliation routines, assist in the preparation of monthly, quarterly and year-end working papers in anticipation of annual audit.
- ☐ Ensure that budget owners receive monthly reports on financial activity in their areas of responsibility, work with budget owners to ensure reporting needs are met, develop reports as required, and provide analytical support and financial expertise to budget owners.
- ☐ Maintain the capital asset sub ledger.
- ☐ In conjunction with the Controller, responsible for the safe keeping and reviewing of all College contract documents and providing administrative information to staff on contract policies and procedures.
- ☐ In consultation with the Controller, maintain financial system chart of accounts, assign new account codes and departments as required, and assist in educating College staff on proper coding of revenue and expenditure items.
- ☐ Compile information and prepare reports including analysis of variances, identification of trends, and other reports as required.
- ☐ Participate in the budget preparation process acting as the accounting resource for budget owners. Ensure that submitted budgets are entered into the financial systems.
- ☐ Provide advice to the Controller on the revision of processes and procedures in accounting functions to ensure efficiencies and that internal controls are in place.
- ☐ Provide advice to the Controller on all accounting software.

- ☐ Oversee the preparation of invoices to various funding agencies, government departments and individuals.
- ☐ Design and produce financial reports to provide information to college employees and funding agencies.
- ☐ Provide oversight on the preparation of monthly bank reconciliations.
- ☐ Oversee the entry of general journal entries into the financial systems, ensure appropriate cross-referencing of journal entries, and maintenance of journal entry files.
- ☐ Prepare journals, verify accounting information and data entry and extracting.
- ☐ Provide back up support for accounting clerk functions, when required.
- ☐ Provide leadership on organization of the department records / record retention.
- ☐ Other duties as assigned.

QUALIFICATIONS

Knowledge and Skills

- ☐ Demonstrated strong accounting aptitude and knowledge.
- ☐ Demonstrated strong communication, interpersonal skills, and organizational skills.
- ☐ Demonstrated ability using email, Internet, spreadsheets, reporting tools, databases, and office communications software (e.g., MS Teams).
- ☐ Demonstrated ability to prepare financial statements and financial management reports.
- ☐ Experience managing multiple tasks in a dynamic environment.
- ☐ Experience in prioritizing tasks and managing workload, time management skills, and the ability to work with minimal direction.
- ☐ Demonstrated ability to work with government agencies, co-workers, suppliers, clients.
- ☐ Experience in producing information documents, financial and management reports.
- ☐ Demonstrated personal responsibility for the performance necessary to achieve individual and / or team goals and objectives.
- ☐ Ability to research information and opportunities, make decisions, and use deliberate strategies to influence, persuade or inspire others.
- ☐ Ability to adapt to changing circumstances.
- ☐ Knowledge of standard office procedures.
- ☐ Ability to work in a cross-cultural environment; ability to promote and encourage diversity, individual dignity, and mutual respect.
- ☐ Maintains confidentiality at all times.

Education and Experience

- ☐ The minimum educational qualification for this position is bachelor's degree from a recognized institution with a major in accounting or equivalent.
- ☐ The minimum amount of practical, related experience required to perform the duties of this position is two years of accounting experience that demonstrates skills required to complete an accounting cycle through a fiscal year.

Other Requirement

- ☐ Satisfactory Criminal Record Check required.

DATE REVIEWED: 04/23/2024