

NORTH EAST SCHOOL DIVISION # 200



JOB DESCRIPTION

POSITION TITLE: Internal Auditor/Senior Accountant

REPORTS TO: Directly: Supervisor of Financial Services (Senior Accountant) +
Superintendent of Business Administration (Auditor)

Purpose:

The Internal Auditor/Senior Accountant is responsible for multiple financial activities relating to the divisions' internal auditing and complex accounting functions. This includes maintaining accounting standards, financial analysis and reporting.

Required Education, Knowledge, Qualifications and Experience:

- A professional accounting designation (CA, CGA, CMA) coupled with an undergraduate degree in Business Administration, Commerce or equivalent.
- Minimum 5 years direct experience as an accounting professional, with at least 3 years progressive experience at a Senior Level
- Knowledge of Generally Accepted Accounting Principles (GAAP) and Public Sector Accounting Board (PSAB) guidelines and the Canadian Institute of Chartered Accountants (CICA).
- Experience with all relevant legislation and regulations governing accounting in a public sector or educational institution
- Knowledge of automated accounting software applications and systems as well as proficiency in the operation of computers, word processing and spreadsheet applications and additional software comparable to those currently used in the school division
- Knowledge of the Education Industry is an asset

Required Skills and Abilities:

- Demonstrated knowledge and skill in audit procedures.
- Skillful in analyzing financial data and identifying concerns or factors.
- Strong problem solving skills required to calculate complex adjustments.
- Effective communication (including superb writing, content development skills, strong presentation, oratory and verbal skills) with individuals at all levels of the organization
- Ability to work independently on assigned projects demonstrating sound judgment and decision making skills to ensure quality of work meets expected standards
- Demonstrated ability to deal with people sensitively, tactfully, diplomatically and professionally
- Ability to prioritize multiple demands with time management and project management skills
- Ability to perform meticulous and accurate data entry and calculation tasks.
- Ability to work independently with minimal supervision.
- Ability to lead a team as well as work as a team player.
- Ability to maintain strict confidentiality with respect to payroll data and personnel files.
- Flexibility in scheduling of hours may be required
- Ability to explain accounting policies and guidelines in understandable terms to division staff.

Supervision of Staff:

This position does not involve the supervision of staff.

Duties and Responsibilities:

Without restricting the generality of the general description above, the Internal Auditor/Senior Accountant shall perform such duties and responsibilities as may be assigned included but not restricted to the following:

- Responsible for the development, implementation and maintenance of PSAB compliant accounting policies, procedures and processes.
- Ensure continuous compliance with Generally Accepted Accounting Principles (GAAP) and Public Sector Accounting Board (PSAB) guidelines and the Canadian Institute of Chartered Accountants (CICA).
- Assists in the preparation and analysis of monthly, quarterly and annual financial reports for both internal and external use, such as reports for Executive Council, Board of Education, Ministry of Education, Ministry of Finance and the Provincial Auditors office.
- Interface with external auditors and management to research and resolve any existing issues
- Assisting with preparation of working papers and account analysis for annual audit.
- Ensure proper recording of transactions and compliance with corporate policies and procedures as well as applicable legislation.
- Review accounting data and identify any improper accounting policies and errors in reporting or documentation.
- Process related amortization calculations for Tangible Capital Assets and prepares reports for the various departments on annual amortization expenses.
- Develop, implement and maintain audit processes for school generated funds and other internal departments.
- Prepares reports on each internal audit for submission to the Superintendent of Business Administration.
- Review internal controls within the Business Administration department to ensure minimal risk of loss.
- Reviews existing and forthcoming legislation to determine impact on the organization as well as make recommendations to ensure compliance
- Conduct oneself in a manner appropriate to an educational institution
- Be willing to engage in lifelong learning with respect to training, in-services and courses of study
- Perform other duties as may be required or assigned by the Supervisor of Financial Services

Judgment, Independence and Client Contact:

Confidentiality:

At no time should the Internal Auditor/Senior Accountant discuss in public information pertaining to anyone in the school division. The employee is expected to respect the confidential nature of the 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.

Independence:

The Internal Auditor/Senior Accountant is expected to work independently as an organizational leader as well as a team member of the assigned Department, the schools and the division office as required.

Client/Peer Contact

This employee works collegially with school staff, school-based administration and other division based staff. Contact with other employees and outside agencies is regular and frequent.

Responsibility for Quality of Assigned Work:

The employee is under supervision and is responsible for the quality of the work and is expected to seek clarification and direction on any matters of concern.

Salary Grid:

The salary grid for the Manager of Payroll is tied to the following grid(s):

Managers Salary Grid Range 1 (minimum)

Managers Salary Grid Range 2 (diploma)

Managers Salary Grid Range 3 (University Degree - related)

Approved By:	Dean Biesenthal, Supt of Human Resources
Date Approved:	Nov 2012
Reviewed:	