

ACCOUNTING ASSISTANT: ROLE AND RESPONSIBILITIES

Background

The Accounting Assistant, reporting to the Accounting Manager, is responsible for ensuring that all invoices received by the school division have proper approvals, are audited for accuracy, are entered into the computerized accounting system, are paid in a timely manner to avoid late or interest charges, and are filed in a numerical file.

Procedures

The Accounting Assistant will have specific responsibilities for:

1. Accounts Payable
 - 1.1 Record keeping that is required for report purposes.
 - 1.2 Ensure that data files within the computerized accounting system are maintained accurately.
 - 1.3 Ensure accounts are paid according to guidelines and policy.
 - 1.4 School petty cash account.
 - 1.5 WCB Contractors clearance and reporting.
 - 1.6 Data entry and reporting for decentralized budgets.
 - 1.7 Fill out credit applications for new vendors.
 - 1.8 Maintain vendor listing.
 - 1.9 PST remittance.

2. Accounts Receivable
 - 2.1 SGSE revenue.
 - 2.2 Invoice and collection.
 - 2.3 Maintenance of computerized purchase order system and provide support to schools.
 - 2.4 School clerical training.
 - 2.5 Bank deposits.
 - 2.6 GST returns.
 - 2.7 Fuel Tax rebate.
 - 2.8 Administer and monitor the purchasing of supplies for Central Office.

3. General Ledger

- 3.1 School accounts/fundraising – audit/report.
- 3.2 Scholarships and trusts.
- 3.3 Charitable tax returns.
- 3.4 Special programs – PPEP, HB, others.
- 3.5 SGSE expenditures.
- 3.6 Prepare and enter journal entries.
- 3.7 Maintenance and disbursement of division office petty cash.
- 3.8 Maintain MasterCard accounts.
- 3.9 Bank reconciliations.
- 3.10 Monitor, code and enter utility bills into the Accounting system.
- 3.11 Programming and maintaining the Sask Tel E-Bill Analyzer.

4. Confidentiality

- 4.1 At no time should an Accounting Assistant discuss, in public, information pertaining to employees, students or the operation of the division. An Accounting Assistant is 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*.

5. Other Duties As Assigned

- 5.1 Performs other duties and obligations as assigned by the Accounting Manager.

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