



Job description

Job title:	School Bookkeeper	Reference: CUPE 005
Reporting to:	Principal	Date created: October 2018
Work calendar	10 month work schedule Monday to Friday	CUPE Union

In the day to day fulfilment of this role we expect you to work to our organizational values:
The universal core competencies in line with the values for MHPSD are

- Compassion
- Honour
- Curiosity
- Courage

Position purpose – an overview of what you’re here to do

Your primary purpose is responsibility for maintaining all school accounts (excluding payroll) according to general accounting practices. Report to departments and school clubs regarding activity and balances. Must work well in a team atmosphere with Central Office Executive, Senior Administration, Office staff, counselors, students and parents. This position is also responsible for full cycle bookkeeping for the high school (excluding payroll). Handles daily work pressures, requiring constant concentration to a volume of work which must be completed within a limited period of time.

1. Responsibilities – a summary of what we expect you to achieve:

People and culture

- Work collaboratively with staff in all roles to provide a balance of support as well as compliance with accounting and regulatory guidelines.

Safety

- Expected to conduct all aspects of role in compliance with Occupational Health and Safety standards and regulations.

Duties and Responsibilities

- Performs duties in respect to purchase cards including review of coding, inclusion of receipts, and proper filing.
- Assist in the development, implementation and training of the school accounting controls for the Division.
- Assist in the completion of the year-end closing entries related to accounts payable as well as the school generated fund accounts.
- Process accounts receivable and payable for high school including credit card transactions and deposits, process purchase orders, preparing all financial statements and balancing the cheque book.
- Prepare and assign cash boxes for events. Reconcile boxes upon return. Maintain accounts for concessions, event tickets, maintaining accurate and updated files.

- Professionally represent the school and the Division in interactions with parents, community, staff, and students.
- Provide guidance to staff and students regarding compliance with accounting rules.
- Create all purchase orders, and follow PO to completion including invoice processing and AP batch to Division.
- Prepare weekly deposit and deliver to bank.
- Accurately maintain numerous accounts and serve as steward of cash funds.
- Respond to requests and inquiries from staff, parents and students regarding account and fund balances.
- Settle student fee accounts including library fees, lockers etc. Advise special programs when fees are not paid.
- Maintain school accounts including fees, program accounts for staff (fundraising, fairs, etc.), sports, including posting, writing checks, making deposits and reporting.
- Maintain accurate and complete records of deposits and expenditures, providing monthly reporting for Division office.
- Appropriately maintain, file, and secure confidential records and inquiries.
- Account for all financial transactions such as data entry, balance Administration & School Generated accounts, issue cheques, transfer funds to designated accounts, prepare fee collection statements, set up payment plans and deal with NSF cheques;
- Receive and receipt all incoming money, balance cash and maintain floats;
- Reconcile cash, make bank deposits as necessary and complete month end reconciliations;
- Process school Visa accounts for departments;
- Monitor departmental budgets;
- Process invoices and issue payments;
- Process school fees and transfers from Central Office;
- Create, modify and prepare accounting documents;
- Manage and maintain administration relating to school owned buses including scheduling, maintenance planning, and invoices;
- Provide regular and detailed updates to the Principal

Optimise processes and practices

- Provide input into continuous improvement practices.
- Maintain up to date knowledge of best practice.
- Help support and train other school bookkeepers.

Other tasks

- Complete other tasks, assignment and projects as requested on an ad hoc basis that are within your capabilities or as directed by your supervisor.

2. The successful applicant will demonstrate the following knowledge, skills and abilities:

Technical competencies preferred:

- Degree of Diploma in Accounting or Finance preferred
- Minimum of two to three years of experience in bookkeeping.
- Demonstrated knowledge and experience in a variety of software applications, including MS Office (with strong Excel skills) and financial accounting software.
- Previous accounting experience with large cash volumes preferred.
- Ability to accurately enter and retrieve computerized data.

- Current Criminal Record Check (with Vulnerable Sector) & Child Intervention Check
- An equivalent combination of experience and education may be considered.
- Experience working in an K-12 education environment is an asset.

General Competencies

- Proficiency in using Kevsoft, advanced in Excel and MS Office, Google Apps for Education, PowerSchool student records and Visa.
- Knowledge of accounting principles, practices and financial accounting controls.
- Strong planning and organizational skills with demonstrated initiative and resourcefulness in assisting to establish and achieve goals and objectives.
- Able to work with multi-priorities.
- Ability to work independently without direct supervision.
- Able to work to tight deadlines and under pressure.
- Close attention to detail.
- Collaborative relationship builder
- Ability to provide friendly, courteous support to office and school staff.
- This is a very high workload environment with an exceptional degree of accuracy required and the ability to deal with constant interruptions and self-prioritization of daily tasks.

3. General Position Information

Position parameters

The physical demands assessment for the role is as follows and any successful applicant will be assessed against their ability to meet the physical demands for the role:

Sitting for extended periods of time, visibility to read type written documents, high stress/pressure situations, walking, extensive use of computer and screen.

Working conditions

General office setting as well as occasional (5%) travel to other locations for the purpose of providing training, relating to members of the staff face to face and over the telephone in a high pressure environment

Equipment used to perform essential functions

Including but not limited to computer, keyboard, mouse, photocopier, calculator

4. Performance and Development Planning

Your performance will be measure each year against the expectations in this document, this includes an assessment of how you have performed against “the what” (the accountability expectations) and “the how” (the competency expectations) of this job. Each year you and your supervisor will identify the specific objectives, targets and measure which will focus on your continued development and the improvement of your performance

Acknowledgement and Agreement

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and will not be construed as a detailed description of all the work requirements that may be inherent in the job. Employees may perform other related duties and tasks as required to meet the needs of the operation.

I acknowledge that I have received and reviewed this job description.

Name: _____

Signature: _____

Date: _____

Witness: _____