

## **FINANCE TECHNICIAN: RECONCILIATIONS**

### **POSITION SUMMARY:**

Under the direction of the Manager, Accounting Services, the Finance Technician: Reconciliations assists in reconciliation of multiple bank accounts using manual and automated routines with high volume of transactions.

### **DUTIES & RESPONSIBILITIES:**

#### **BANK RECONCILIATIONS**

- Review district bank accounts and prepare entries to record revenue and expenditures;
- Reconcile Point of Sale machines and prepare appropriate journal entries;
- Prepare bank transfers between school and district bank accounts;
- Ensure bank fees and other NSF entries are recorded, reported, and corrected
- Prepare the districts Operating and Elementary bank reconciliations for approval by Manager, Financial Reporting and Analysis;
- Review Middle and Secondary school bank reconciliations to ensure completeness and accuracy.

#### **OTHER RECONCILIATIONS**

- Reconcile and prepare monthly GST return for submission;
- Export data and prepare entries to record KEV transactions into Powerschool SRB Atrieve ensuring the accounting systems reconcile;
- Prepare a variety of reconciliations and reports using excel; researching accounting discrepancies, determining most appropriate methods to correct discrepancies and preparing corrections.

#### **ACCOUNTS RECEIVABLE (A/R)**

- Setup and maintain A/R Customers;
- Maintain fee schedule and prepare monthly A/R invoices for district lease contracts;
- Prepare and issue miscellaneous invoices as required;
- Export and review School Cash Catalogue reports to record monthly revenue transactions;
- Monthly reconciliation of the A/R sub ledger;
- Generate monthly aged A/R report and follow up on outstanding balances.

#### **SUPPORT**

- Provides assistance, training, and technical support to users of the District's financial reporting systems and accounting systems;
- Works with District staff to answer questions and problem solve to rectify accounting and reporting issues.

#### **OTHER**

- Completes internal audits as directed;
- Updates payment schedules and spreadsheets as required;
- Participates in special projects within the Finance Department;
- Prepares and processes journal entries;
- Provide support to Finance Technician: Accounts Payable;
- Other duties as required.

## **QUALIFICATIONS:**

In order to be considered for this position, your application must clearly demonstrate how you meet the **education and experience** as outlined below.

### EDUCATION

- Completion of a Diploma or Degree in the field of Accounting, or Commerce or similar level of education; AND
- Interest in pursuing in the Chartered Professional Accounting Program.

### EXPERIENCE

- Experience in computerized accounting and spreadsheets;
- Accountable for care, accuracy and attention to detail in all aspects of work;
- Ability to accurately perform repetitive tasks under minimum supervision;
- Ability to follow direction and respect the confidential nature of financial transactions, correspondence and discussions;

## **TECHNICAL COMPETENCIES:**

- Knowledge of applicable rules and regulations including GAAP and PSAS
- Working knowledge of intermediate level Excel, Microsoft Office and finance office routines;
- Excellent verbal and written communication;
- Advanced analytical skills are essential;
- Aptitude for and experience in computer operations and data input;
- Advanced knowledge of relevant software programs, including the ability to import/export data between programs.