



STAFFING AND SCHOOL ACCOUNTANT

Position Summary

The Staffing and School Accountant is responsible for the position control process and provides financial control, support and problem solving for schools. The position performs financial review, training, position control, billing and problem solving functions for District financial systems and for schools' Student Body accounting systems. This position also provides technical support and application planning for Student Body and accounting modules.

Supervisory Relationship

This position reports to the Budget & Reporting Supervisor and may receive tasks from the Accounting & Reporting Supervisor.

Essential Functions

1. Responsible for accurate budgeting of positions, tracking changes in budgeted positions and reconciliation of positions filled to budgeted positions.
2. Responsible for troubleshooting staffing position problems, and working effectively with other departments and staff members to identify and implement solutions.
3. Prepare and account for billings for staffing positions.
4. Prepare staffing models for allocation of licensed and classified staff positions to schools.
5. Coordinate with Human Resources and Instruction departments on annual budgeted staffing calculations and distribution.
6. Meet and communicate with Human Resource staff regarding ongoing position control process.
7. Document and recommend improvements to position control process.
8. Assist in the preparation of the Staff Conversion and Costing Table, and provide assistance to schools and departments using the table to cost positions.
9. Develop and maintain the student body accounting manual.
10. Identify and/ or provide training to school staff on accounting procedures and use of the Student Body Accounting system.
11. Responsible for troubleshooting problems with and helping to maintain the Student Body Accounting system.
12. Review monthly cash reconciliations for student body accounts and ensures month- end journal entries to update the accounting system are completed in a timely manner.
13. Develop the fund budget for student body activities.
14. Provide support for school budget preparation and reporting including monitoring activities throughout the year and liaising with schools on budget related matters.
15. Recommend enhancements to the Student Body Accounting system and provide leadership in the development and implementation of the system.
16. Assists with compiling year-end reports, work papers and analysis necessary for the District's auditors; especially to complete year-end student body reporting.

17. Maintains regular and prompt attendance.
18. Performs other related duties as required.

Required Knowledge, Skills and Abilities

1. Skill in researching, analyzing and evaluating financial data or problems in an objective manner and presenting logical conclusions to provide a sound basis for establishment of priorities, selection of appropriate action or recommendations to others, and to resolve conflicts.
2. Ability to take initiative and to seek advice or support when needed.
3. Ability to communicate complex information clearly and concisely both orally and in writing.
4. Able to organize work and set priorities for accomplishing work in a timely and effective manner. Able to work in an environment with frequent interruptions and changing tasks and priorities.
5. Ability to maintain confidentiality of information and exercise discretion in dealing with controversial or potentially sensitive topics.
6. Excellent interpersonal skills, ability to work collaboratively and effectively with other staff, employees, and supervisors.
7. Proficiency in various computer applications including comprehensive databases, spreadsheets and word processing software.

Minimum Qualifications

- Requires a Associates Degree in Accounting AND two years professional accounting experience; OR five years progressively responsible and diverse accounting experience and coursework which includes at least two years professional accounting in which a broad exposure to all areas of accounting and accounting principles, practices and procedures was acquired; OR any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability to perform the job.

Work Environment

Incumbents work in a standard office setting in a centralized accounting services department.

ADDITIONAL INFORMATION	
Employee Unit	OSEA ~ Classified
Grade	Grade 14/12 month
Developed by	Simone Sangster, CFO/Director Support SVC
Approved by	David Brewer, Interim Director of Human Resources Pay Grade Evaluation Committee 12/10/14