



Manager, Accounting Services Job Description

POSITION TITLE: Manager, Accounting Services

LOCATION: Sooke School Board Office (3143 Jacklin Road, Langford)

POSITION CLASSIFICATION: Exempt

SUPERVISOR: Director of Finance

BACKGROUND

Adjacent to Victoria on southern Vancouver Island, School District 62 (Sooke) is the fastest growing school district on the Island which employs a staff of approximately 1700. The District operates in five municipalities: Langford, Colwood, Sooke, Metchosin and the Highlands. The operating budget for the District is in excess of \$100 million and we have a student population of approximately 10,500.

PURPOSE OF POSITION

In this highly confidential and specialized role, the Manager, Accounting Services will be responsible for the efficient, accurate, and timely planning and delivery of accounting Services. The Manager, Accounting Services is accountable for and provides leadership to staff responsible for the day-to-day accounting operations. The Manager administers the outside agency service contracts, assists with the budget development activities in collaboration with the Director of Finance and the Manager, Financial Reporting and Analysis; prepares year-end financial reports; monitors and analyzes revenues and expenditures against budgets; and provides financial and analytical information to support decision making. The Manager must remain current with trends, issues and developments in the financial and accounting fields particularly as it relates to public sector management and budget issues.

NATURE OF WORK AND POSITION LINKS

The Manager functions as part of the Department's management team and supports other team members by: maintaining good communication within the team; participating in decision making processes; developing and delivering training and information sessions for staff throughout the District; and taking personal responsibility for maintaining a professional approach to working relationships and conflict resolution.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

Management of Accounting Services

The Manager, Accounting Services ensures:

- appropriate authorizations, coding and budget availability are verified prior to payment being initiated;
- accounts receivable is recorded correctly and collection action taken;
- commitments for contracts, capital projects and purchasing activities are recorded, appropriately decommitted and verified on a regular basis;
- all accounting related deadlines are met to avoid penalties and interest costs;
- timeliness of cash deposits;
- financial transactions relating to Payroll and Purchasing are accurately recorded in a timely manner in the general ledger and the status of standing and regular purchase orders are monitored;



- financial transactions are processed in compliance with District and Ministry of Education policies and guidelines and are consistent with generally accepted accounting principles;
- Investigates and responds to queries regarding expenditure/commitment transactions;
- Coordinates the year end accrual process and ensures accrual and commitment information is properly recorded at the end of the fiscal year;
- Ensures that the Financial Information Act Reporting and T4A Reporting requirements are completed;
- Monitors and forecasts District cash flows to identify maximum investment and interest revenue opportunities.
- Administers outside agency service contracts;
- Recommends changes to the Chart of Accounts structure and implements approved changes.

Payroll Services:

- Facilitates internal risk management assessments of payroll functions on a regular basis; develops internal processes and practices to minimize financial and human risks;
- Coordinates and supports the work of the staff in the payroll and benefits department;
- Oversees all aspects of payroll and benefits processing, planning and reporting;
- Identifies, reviews and approves payroll and benefit reports;
- Interacts inside and outside of the organization (both written and verbally) with the ability to articulate complex situations in a user-friendly fashion.
- Extensive experience in a modern complex payroll/HRIS system, including demonstrated ability to implement, develop and test new systems, functionality and upgrades;

Financial Management and Reporting:

- Reviews and verifies reconciliations of the general ledger and bank accounts.
- Reviews government or other grant applications to ensure that they meet the school district's requirements, are properly reflected in the budget and that the funds are subsequently received.
- Provides financial impact analysis to support proposals for the consideration of the District Leadership Team and the Board (e.g. contract negotiation impacts, program expansions, etc.)
- Coordinates and delivers financial training to administrative staff throughout the District, including support and advice on the management of non-public funds using KevGroup School Cash Online.
- Ensures month end reports are produced and distributed in a timely manner.
- As required, prepares financial reports and statements for submission to the Ministry of Education or other regulatory bodies.

Financial Systems and Controls:

- Implements and maintains the district's internal accounting and financial control systems to ensure the integrity, reliability and accuracy of financial transactions being processed;
- Conducts financial, statistical or analytical research to assist in the formulation of policies and regulations to improve the effectiveness of the school district operations;
- Proven excellent computer skills with solid working knowledge of computer systems and the ability to learn new programs and processes as required;
- Tests computer programs and software to be introduced or revised;



- Participates in the development and maintenance of a strategic plan for financial systems integration throughout the District; and
- Recommends changes or enhancements to District financial systems and processes to improve the level of automation or financial management.

Staff Development and Performance:

- Selects and supervises staff;
- Allocates work to ensure priorities are met and checks work for accuracy and completeness;
- Trains employees to ensure proper accounts administration procedures and regulations are followed;
- Performs regular evaluations and probationary assessments of support staff and ensures ongoing training and support is provided;
- Organizes cross training opportunities for staff; and
- On a regular basis, coordinates staff review and update of job descriptions.

QUALIFICATIONS

- Chartered Professional Accountant (CGA, CMA, or CA);
- Five years' experience with an integrated computerized system in a complex public sector unionized environment is required;
- Preference will be given to those with payroll experience and willing to achieve payroll certification;
- Track record for taking initiative, leading projects and implementing new procedures;
- Strong interpersonal, organization, analytical, communication, and leadership skills including the ability to facilitate and resolve issues collaboratively and effectively;
- Ability to multi-task, prioritize and manage an extensive workload and exercise sound judgment and work independently;
- Ability to remain current with trends, issues and developments in the financial and accounting fields particularly as it relates to public sector management issues and provincial and federal legislative updates.

SELECTION CRITERIA

Education/Experience

- Chartered Professional Accountant (CPA/CMA)
- Minimum of 5-8 years of progressive experience in accounting leadership including experience managing a team in a highly complex computerized system in a unionized environment;
- Demonstrated knowledge of payroll reporting requirements, pension and benefit plan administration, and payroll legislation and regulations;
- Proven and effective leadership skills with a focus on team building and collaborative working relationships.
- Excellent organizational, analytical, and communication skills (both written and oral);
- Strong supervision and leadership skills;
- Ability in exercising discretion in determining the importance and/or urgency of correspondence, telephone calls, and the accounting and payroll schedule;
- Respects the confidentiality of all discussions with staff on all matters related to the position;
- Extensive knowledge of MS Office software, with a focus on Excel, as well as proficiency in a Windows environment; and,
- Preference will be given to applicants with SRB Atrieve (Powerschool) software experience.

Abilities/Skills

- Working knowledge of legislation/regulations related to Payroll,
- Ability to organize and manage multiple priorities, meet deadlines; exercise good judgment and make sound decisions;
- Excellent interpersonal skills to establish and maintain positive working relationships with a variety of individuals within and outside the organization;
- Ability to analyze, interpret and use judgment in the application of various acts, regulations and collective agreements;
- Sound analytical and problem-solving skills with attention to detail;
- Proficiency in word processing and spreadsheet applications, as well as familiarity with host and internet based computer applications.

COMPETENCIES

- **Teamwork and cooperation** is the ability to work co-operatively with diverse teams, work groups and across the organization that includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.
- **Listening, Understanding and Responding** is the desire and ability to understand and respond effectively to other people from diverse backgrounds. It includes the ability to understand accurately and respond effectively to both spoken and unspoken or partly expressed thoughts, feelings and concerns of others.
- **Analytical Thinking** is the ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues. It implies the ability to systematically organize and compare the various aspects of a problem or situation, and determine cause-and-effect relationships to resolve problems in a sound, decisive manner.
- **Organizational Awareness** is the acumen to appreciate and the ability to use the power relationships in either one's own, or other, organization(s). This includes the ability to identify the real decision-makers and the individuals who can influence them; and to predict how new events or situations will affect individuals and groups within the organization.
- **Planning, Organizing and Coordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.
- **Service Orientation** implies a desire to identify and serve customers/clients, who may include the public, co-workers, other branches/divisions, other ministries/agencies, other government organizations, and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.
- **Problem Solving/Judgment** is the ability to analyze problems systematically, organize information, and identify key factors and options leading to successful outcomes.