



ACCOUNTING & SYSTEMS SPECIALIST

JOB DESCRIPTION | JUNE 2024

NATURE AND SCOPE OF WORK

This position reports to the Assistant Secretary-Treasurer and provides general accounting support to the business services department, including supporting the district's effective use of business information systems and processes. Collaborating across departments such as Finance, HR and IT, develop training, guides, documentation, and best practices for successful use of districts business information systems.

SPECIFIC RESPONSIBILITIES

- Under the direction of the Assistant Secretary-Treasurer, ensure district and school financial transactions are posted in compliance with Generally Accepted Accounting Principles (GAAP), policies and guidelines.
- Compiles financial data, designing and preparing regular and ad-hoc reports.
- Performs financial reviews to ensure accuracy.
- Provides advice on accounting processes and procedures and how they integrate into the financial system.
- Provides back-up and temporary coverage for other finance and administrative functions.
- Assists with analyzing system data and reconciliation of student, statistical, and financial information.
- Adapts, expands, and delivers training programs to administrative assistants, administrators, and other end-users to support changes in business processes.
- Streamlining existing business processes to eliminate or reduce duplication and redundancy.
- Liaises with district departments to determine business needs, identify business improvement with input and assistance from end users.
- Provides support services to end-users of financial systems: CIMS CORE, Admin Connect, and Schoolbooks.
- Provides support to HR and Payroll in the use of SmartFind Express and CIMS integration.
- Reviews and analyzes business processes and systems as they relate to the district's Financial/HR/Payroll system.
- Creates and maintains system user accounts with appropriate access levels as directed by department managers.
- Assists school and board office staff with data migration (importing/exporting) to and from various information systems.
- Liaises with internal and external IT/system support departments to troubleshoot, manage upgrades/implementations, and collaborates on integrations.
- Perform month-end and year-end procedures, develop training plans and provide system set up and end-user training.
- Assists with communication to end-users through online webinars, Newsletters, TEAMS meetings, etc.

SPECIFIC RESPONSIBILITIES

- Performs administrative duties as required.
- Ensures confidentiality of sensitive information.
- Other related duties as assigned.

QUALIFICATIONS (Required Knowledge, Skills and Abilities)

- Successful completion of a diploma at a recognized post-secondary institution in a related field such as accounting, business, or information systems.
- Three years recent full-time equivalent experience in accounting, information systems or office administration in a public sector setting.
- Experience working with employee information systems/databases such as ERP, HRIS, Financial systems.
- Intermediate to advanced knowledge of bookkeeping and accounting procedures.
- Minimum proven typing speed of 45 wpm, with advanced word-processing skills, and intermediate proficiency in the use of Word, Excel and relevant database software applications.
- Demonstrated proficiency in both oral and written communication including the ability to compose routine business correspondence.
- Sound knowledge of the applicable rules, regulations, policies, and procedures which govern departmental and/or school activities.
- Ability to establish and maintain positive working relationships with all School District staff and external parties.
- Ability to work independently with a minimum of supervision.
- Strong teamwork skills with the ability to work harmoniously and cooperatively within the team.
- Demonstrated ability to exercise initiative and judgment while working within prescribed procedures and processes.
- Excellent organizational skills with the ability to anticipate and prioritize job-related duties and to follow through and accurately complete tasks in a timely fashion.
- Superior communication and customer service skills including a demonstrated ability to exercise tact and diplomacy.
- Ability to maintain a high level of confidentiality.
- Desktop publishing skills such as creating PDF forms, graphics, workflow process diagrams, etc., preferred.
- Demonstrated ability to train end-users at all levels of an organization on the appropriate use of district information systems.
- Demonstrated ability to provide coaching, peer support and guidance.

QUALIFICATIONS (Required Knowledge, Skills and Abilities)

- Excellent critical thinking skills, intuitive problem solving, investigative and independent learning skills.
- Demonstrated experience in system maintenance or data integrity oversight.
- Aptitude for current technology with understanding of how databases read data uploaded from text files, with the ability to identify issues in source documents.
- Proactive about creating value and improving efficiencies using modern technology.

REQUIRED LICENSES, CERTIFICATES AND REGISTRATIONS

- Successful completion of a diploma at a recognized post-secondary institution in a related field such as accounting, business, or information systems.
- A clear Criminal Record Check to be updated every five years.

RELATIONSHIPS

- Team focused, with the ability to establish and maintain positive working relationships with all staff.
- Maintain a positive relationship with students, parents, staff, and school administration.

REPORTING STRUCTURE

- Reports to the Assistant Secretary-Treasurer.

THE FOLLOWING COMMITMENTS ARE ESSENTIAL TO ALL POSITIONS WITHIN CAMPBELL RIVER SCHOOL DISTRICT

- Commitment and adherence to workplace policies, procedures and practices.
- Commitment to standards of conduct, including behaving in a manner that is: respectful, professional, team-oriented, collegial, collaborative, ethical, honest, and trustworthy.
- Commitment to understand and implement the Truth and Reconciliation Calls to Action and the Declaration on the Rights of Indigenous Peoples Act.

CLASSIFICATION

- This position's classification is Senior Accounts Clerk and has a pay rate in accordance with Schedule B of The Canadian Union of Public Employees – Local 723 Collective Agreement.