

ADMINISTRATIVE PERSONNEL QUALIFICATIONS AND DUTIES**CAPITAL ACCOUNTANT****POSITION SUMMARY**

As a member of the Secretary-Treasurer's team, under the direction of the Secretary-Treasurer and Assistant Secretary-Treasurer, the Capital Accountant manages and reports on the organization's capital expenditures, including reconciliations and compliance with policies and regulations. They work closely with various departments to support budgeting, forecasting, and variance analysis while also preparing documentation for audit and statutory reporting.

DUTIES**Supervision and Staff Development**

- In absence of the Accounting Supervisor, supervise Accounting Clerks, approve all work done, evaluate their performance and complete written evaluations every two years.

Accounting

- Approve all capital and related invoices, requests for reimbursement and approve payments (cheques and direct deposits) for distribution.
- Monitor/maintain the integrity of the Accounting System (C.I.M.S.) and accounts.
- Prepare capital expenditure reports for Education Funding Branch, prepare various cost breakdown reports, cash flow reports, and year-end capital working papers.
- Assist Secretary-Treasurer and Assistant Secretary-Treasurer in the preparation of the annual budget.
- Make investments, renew loans and arrange for leases; prepare schedules and projections.
- Ensure that proper inventory records are maintained.
- Ensure that all taxes are paid and that all available rebates are taken (T4A, T4A-NR).

- Prepare federal excise tax claim forms.
- Prepare capital claims, reimbursements and reports.
- Prepare Charity Income Tax Return for SOSD and SOEF.
- Assist with the accounting for SOEF..
- Set up procedures of new processes or improvements to accounting systems.
- Provide accounting and technical support to school and department staff on budgets, school funds and reimbursement claims.
- Assist with the annual audit.
- Prepare monthly operating statement and year end financial statements for the Secretary-Treasurer and Board.
- Make bank deposits in the absence of the Accounting Supervisor.
- Maintain records retention for Financial System.

Purchasing

- Approve all capital purchase orders and maintain related systems.
- Coordinate and maintain the division tendering process and Requests for Proposals (RFPs).
- Coordinate the purchase and management of the photocopier fleet.

Information Technology – Accounting Software

- Maintain User IDs, menus, assignments and back-ups for the in-house accounting system (C.I.M.S.).
- Process month end and year end procedures for the in-house accounting system (C.I.M.S.).
- Year-end and new year set up for division and each school.
- Maintain purchasing and accounting information on the Division website.
- Recommend and implement accounting software enhancements.

- Provide support to schools and departments.

Education

- Grade 12 or equivalent.
- CPA preferred or enrolment in program.

Proficiency in Microsoft Excel (formulas, PivotTables, charts, data validation), other Microsoft Office tools (Microsoft Teams, Outlook, PowerPoint), and strong computer literacy required.
- Knowledge of accounting software - C.I.M.S.
- Knowledge of the FRAME and PSAB accounting system, federal and provincial sales tax regulations, C.I.C. handbook and Public Schools Finance Board reporting regulations.
- Participate in ongoing professional development in organizations such as MASBO, CPA.
- Excellent oral and written communication skills and excellent people skills.

Experience

- 3 to 5 years experience in accounting and purchasing.

Physical Demands

- Eye strain in computer and accounting work.

Working Conditions

- Need to meet frequent crucial deadlines.