

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

As a member of the Secretary-Treasurer's team, under the direction of the Secretary-Treasurer and Assistant Secretary-Treasurer, the Grant Accountant works closely with the Division's various program coordinators and directors on the financial management of grants, including budgeting/ forecasting, reporting, compliance, and audit support. This role ensures that all grant-related financial activities are accurately recorded and aligned with funder requirements and organizational policies.

DUTIES

- Maintain accurate financial records for all grants, including reconciling grant-related general ledger accounts, resolving discrepancies, and preparing journal entries.
- Work collaboratively with program coordinators and directors on grant reporting, including the financial components of grant proposals, budgets, claims, reimbursements, and other relevant reports.
- Prepare and submit timely financial reports to internal and external stakeholders.
- Meet regularly with program coordinators and directors to monitor grant budgets and expenditures to ensure compliance with funding guidelines.
- Respond to external grantor inquiries.
- Assist Secretary-Treasurer and Assistant Secretary-Treasurer in the preparation of the annual budget and other full cycle accounting tasks, including revenue allocations and enrolment adjustments.
- Support the Accounting Supervisor in full-cycle accounting tasks and month-end close processes, including subledger and reconciliation review, journal entry preparation and review, treasury processes (including bank reconciliation and cash disbursement review), GST/ PST remittances, and other full cycle accounting duties as required.
- Provide feedback to set up procedures of new processes or improvements to accounting systems.
- Assist divisional and school auditors with the annual audit.

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.
- 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.