



Position/Title: Senior Accountant II (Senior Financial Analyst)

Dept/School: Financial Services

Pay Grade: 12

Reports to:

Date: January 11, 2016

Function and Purpose of Position

The Senior Accountant works directly with the Assistant Director to provide leadership, coordination and mentorship in the Business Advisory Services (BAS) team within Financial Services. The incumbent provides guidance and support to Schools and Departments with the accounting, monitoring and development of budgets and school fund activities. This position ensures appropriate internal controls and procedures are followed and plans audit reviews for school fund activities. The Senior Accountant coordinates and consolidates financial reporting of school fund activities for the district.

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| Activity A: Business Advisory – School and Department Support | 60 % |
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1. Primary contact for School and Department Administrators and Finance contacts regarding financial processes and procedures.
2. Review accounting procedures and processes and provide recommendations for improvements to Assistant Director.
3. Review internal controls on a regular basis and advise Assistant Director of potential risks, as well as improvements that can be made.
4. Coordination and completion of school fund preliminary fiscal year ends.
5. Coordination, consolidation and completion of school fund fiscal year ends.
6. Review School and Department operating budget financial positions as well as assist with financial projections.
7. Variance analysis of actual salary costs to standard.
8. Complete audits for school fund activities make recommendations when necessary.
9. Annual preparation and review of salary standard costs for the division.
10. Provide budget support to School and Department Administrators during the budget process and throughout the year.
11. Assist with the reconciliation and consolidation of the divisions' annual budget.
12. Assist with planning, coordination and completion of budget processes, including: development of budget calendar; monitoring of BAS staff responsibilities to ensure deadlines are met; completion and review of School and Department budgets.

13. Assist with preparation and reporting of the annual budget to Alberta Education.
14. Various other duties as required to support the Assistant Director and the BAS team.

Activity B: Coaching & Mentoring

25%

1. Provide ongoing support to BAS staff in completion of annual budgets and monthly budget monitoring.
2. Provide support to Assistant Director with management of BAS staff, including: training; coaching; evaluation; monitoring of timely and accurate completion of work.
3. Identify and recommend training opportunities for Administrators and financial accounting staff; prepare and deliver required training.
4. Assist with coordination of staffing resources and priorities to meet BAS and Financial Services objectives.
5. Assist with development of opportunities for staff cross training and personal growth.
6. Foster a healthy team environment.

Activity C: Accounting Systems

15%

1. Maintain and ensure the accuracy of all interfaces between school fund activities and school operating budgets.
2. Maintain the chart of accounts in the school/department fund activities.
3. Work with systems analysts to identify and resolve system issues.
4. Lead and/or assist with systems projects to ensure that the financial accounting systems meet the needs of Departments and Schools, and provide the information required for financial reporting purposes and budget monitoring.

EDUCATION AND EXPERIENCE

Education:

- CPA/CA/CMA/CGA designation. Consideration will be given to applicants who are nearing the end of the process of completing a professional designation.

Experience:

- Minimum of 5 years of related experience in progressively more responsible accounting positions.
- Previous supervisory experience, in an indirect capacity, is an asset.

KNOWLEDGE, SKILLS AND ATTITUDES

1. **Critical Thinking** -- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
2. **Active Learning** -- Understanding the implications of new information for both current and future problem-solving and decision-making.
3. **Judgment and Decision Making** -- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
4. **Systems Evaluation** -- Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
5. **Speaking** -- Talking to others to convey information effectively.
6. **Writing** -- Communicating effectively in writing as appropriate for the needs of the audience.
7. **Systems Analysis** -- Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
8. **Complex Problem Solving** -- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
9. **Active Listening** -- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
10. **Analyzing Data or Information** -- Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
11. **Provide Consultation and Advice to Others** -- Providing guidance and expert advice to management or other groups on technical, systems-, or process-related topics.
12. **Interacting With Computers** -- Using computers and computer systems (including hardware and software) to program, set up functions, enter data, or process information.
13. **Organizing, Planning, and Prioritizing Work** -- Developing specific goals and plans to prioritize, organize, and accomplish your work.
14. **Evaluating Information to Determine Compliance with Standards** -- Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.