



## BLACK GOLD SCHOOL DIVISION

### Accounting Assistant Division Office - Nisku

**OPEN Competition 2022 - 563**

This entry level accounting position is responsible for providing support to the Finance Department. A key responsibility of this position is reviewing School Generated Funds accounts and financial reports to ensure compliance with government requirements. Duties also include assisting finance staff with reporting, review and other tasks.

#### **Responsibilities:**

- Review SGF financial reports to ensure compliance with provincial and division guidelines and requirements. This includes an analysis to ensure that reports are logical.
- Complete year end journal entries, review annual school questionnaires and GST thresholds.
- Lead on Rycor Software, which includes implementing new features, training, providing support and training to staff and troubleshooting any issues.
- Prepare and process division and school journal entries, including the review of supporting documentation for accuracy and proper coding.
- Reconcile Rycor deposits to the Division's main operating bank account.
- Reconcile school bank accounts.
- Prepare training documentation and/or videos for schools and present training sessions for school staff. This includes training new school secretarial staff.
- Facilitate the preparation and the filing of GST returns.
- Complete audits for schools fundraising societies, as requested by the schools.
- General ledger account reconciliations.
- Maintain SGF chart of accounts.
- Create new GL accounts.
- Prepare bank deposits for Division Office.
- Other duties as assigned by the Director of Finance.

#### **Qualifications:**

- Diploma in Finance or Business Administration with a focus in Accounting.
- Previous accounting experience would be considered an asset.
- Proficient in Windows and Google environments with high functioning data analysis skills and abilities (strong Microsoft Excel, including knowledge of tools, formulas, formatting).
- Experience in multitasking, setting and managing priorities and meeting deadlines in a demanding workload environment.
- Ability to process detailed information effectively, consistently and meticulously. Demonstrates commitment to accuracy.
- Financial record keeping and reporting with a high level of accuracy and attention to detail.
- Demonstrated ability to work in a team environment of cooperation, collaboration, respect and integrity.
- Excellent interpersonal, communication, analytical, time management and organizational skills.
- Willingness to continually build on technical knowledge is essential.

**Salary/Benefits:**

- This full-time, permanent position works 12 months
- Pay Level 3: \$46,600 – \$61,297
- Salary commensurate with training and experience
- Competitive benefits package through ASEBP & LAPP
- Start date for this full-time position will be determined at time of hiring
- As a condition of employment, new employees are required to provide a current Criminal Record Check and Intervention Record Check at their own expense (prior to starting employment)

**Deadline for applications: Thursday, October 28, 2021 @ 12:00 p.m.**

**Please include a cover letter, resume and the names and contact information for three references, including at least one supervisor, in one PDF document.**

**Email the package, quoting the competition number, to the Attention of:**  
**Michelle Unchulenko**  
**Human Resources Coordinator**  
**Black Gold School Division**  
**3<sup>rd</sup> Floor – 1101-5<sup>th</sup> Street**  
**Nisku, AB T9E 7N3**  
[michelle.unchulenko@blackgold.ca](mailto:michelle.unchulenko@blackgold.ca)

Thank you for showing an interest in this position; only those selected for an interview will be contacted. Resumes of those individuals not granted an interview will not be kept on file and will be disposed of appropriately.