

## **STAFF ACCOUNTANT**

### **NATURE OF WORK**

This is professional and supervisory accounting work in the financial management or sub-management of a section of the Financial and Administrative Services..

Work involves performance of complex accounting duties and maintenance of accounting records of the University. Work requires the application of professional accounting techniques to a variety of problems, considerable judgement in allocating charges and credits to proper accounts, and the preparation of standard and special financial and related reports. Employees exercise independent judgement in making decisions regarding interpretation of procedures and regulations. Work normally involves supervision of a group of clerical and subordinate accounting personnel. Work is checked through internal and external accounting controls and periodic audits.

### **ILLUSTRATIVE EXAMPLES OF WORK**

Organizes, schedules and supervises the work of a group of subordinate accounting and clerical personnel engaged in various accounting procedures.

Maintains necessary account records to provide information for preparation of statements and reports to the University Administration and when necessary to Federal, Provincial and other agencies; maintains contact with various Provincial and Federal Agencies regarding status of projects and applicable regulations.

Supervises the correction of errors as found on computer printouts to ensure the accuracy of accounting records.

Reconciles funds; takes trial balances; makes statistical and financial reports; prepares journal entries transferring funds and expenditures and correcting errors.

Analyses and reviews departmental procedures and makes recommendations for improvement to the Director.

Performs related work as required.

### **REQUIREMENTS OF WORK**

Experience in university, governmental or commercial accounting preferably including some supervisory experience; graduation from high school supplemented by courses in accounting and completion of formal training in a recognized accounting course at the intermediate level; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Knowledge of accounting principles and practices.

Knowledge of modern office practices, procedures, methods and equipment.

Knowledge of the application of Banner accounting system in the maintenance of financial records.

Ability to examine and verify financial documents and reports.

Ability to prepare a variety of financial statements, reports and analyses.

Ability to plan, organize and supervise the work of technical and clerical subordinates.

Ability to establish and maintain effective working relationships with officials, faculty, students and other employees.

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