

## **ROLE OF ACCOUNTING SUPERVISOR**

### **Background**

The Accounting Supervisor is responsible for providing leadership to the Payroll and Accounting team within the Financial Services team, the development of timely and accurate financial reports, budget preparation, and maintenance of appropriate financial procedures and internal controls.

### **Procedures**

Reporting to the Manager of Financial Services, the Accounting Supervisor works in a team environment and within the parameters of relevant legislation and government policies, guidelines, and business practices.

#### **1. Financial Services Management**

- 1.1 Oversee the accounts receivable, cash receipts and accounts payable functions providing assistance to Manager and other team members in the review of operations and any other ad-hoc reports and requests
- 1.2 Maintenance of manuals documenting accounting procedures and policies including; data base, & other financial processes
- 1.3 Coach accounting team members, including review and approval of work assignments and training requirements of the team including completion of regular performance review
- 1.4 Provide training and assistance to school administrators and secretaries with budgets, internal controls, and financial management of their sites
- 1.5 Other duties as requested by the Manager of Financial Services
- 1.6 Acts as system administrator for the Division financial software system, maintaining the integrity of the system including creating/changing/deleting users as necessary, providing ongoing support to all users, and evaluating the need for system enhancements or changes.
- 1.7 Collection and analysis of historical data to be used in the budget process
- 1.8 Maintain financial security by researching and reconciling discrepancies; auditing and verifying documents; following internal controls;
- 1.9 Analytical review of the reconciliation of all balance sheet accounts on a monthly basis, including the reconciliation of subsidiary ledgers to the general

- ledger
- 1.10 Assists in the preparation of the annual Division budget and the revised Division budget as directed by the Secretary Treasurer.
  - 1.11 Assists in the preparation of department/school budgets in the Division, as required by the Secretary Treasurer.
  - 1.12 Answers inquiries from schools and other departments regarding their financial reports; prepares journal entries as required.
  - 1.13 Prepares quarterly report of school-generated funds. Performs annual audit of school generated funds for selected schools and prepares a written report on the selected schools' compliance with Administrative Procedures and Alberta Education's requirements.
  - 1.14 Assists the Secretary Treasurer in the preparation of a quarterly statement of revenues and expenditures for the Division.
  - 1.15 Assists the Secretary Treasurer in the preparation of the annual financial statements and the coordination of the annual audit.
  - 1.16 Oversees reconciliation, on a continuous basis, of the general ledger accounts.
  - 1.17 Ensures the timely collection of student enrolment data.
  - 1.18 Administers trust and scholarship funds of the Division.
2. Fiscal Responsibility
    - 2.1 Operates in a fiscally prudent, ethical and responsible manner.
3. Policy/Administrative Procedures
    - 3.1 Participates in the planning, development, implementation and evaluation of administrative procedures related to Financial Services.
    - 3.2 Ensures the application of Board policies, administrative procedures as required in the performance of duties.
4. Organizational Management
    - 4.1 Within areas of responsibility, demonstrates effective organizational skills resulting in compliance with all legal and Board mandates and timelines and adherence to the Manager of Financial Services or Secretary Treasurer's directives.
    - 4.2 Exhibits a high level of personal, professional and organizational integrity.
    - 4.3 Takes appropriate actions to ensure open, transparent internal and external communications are developed and maintained within area of responsibility.

5. Human Resources Management

- 5.1 Has general responsibility for the day-to-day supervision of accounts payable and receivable staff.
- 5.2 Ensures job descriptions are developed and updated, and evaluation processes are implemented for direct reports, in accordance with procedures established by the Manager of Financial Services and Secretary Treasurer.

6. Other Duties and Obligations

- 6.1 Develops and implements a personal professional growth plan for their ongoing professional improvement.
- 6.2 Performs other duties and obligations as assigned by the Manager of Financial Services or Secretary Treasurer

7. **Budgeting:**

- 7.1 Assists in the budget development to support Division priorities and Three-Year Education Plan.
- 7.2 Develops, coordinates, and prepares the annual school budget.
- 7.3 Develops and maintains processes and systems to monitor budgets and funding allocations.
- 7.4 Provides support to the capital budgeting process.

8. **Financial Forecasting and Analysis:**

- 8.1 Analyzes impacts to schools and departments associated with budget decisions.
- 8.2 Analyzes and provides costing solutions for current and new department initiatives.
- 8.3 Identifies financial requirements associated with new, revised, or eliminated programs.
- 8.4 Analyzes costs and forecasts enrollment changes and grant revenues.
- 8.5 Identifies issues and quantifies implications associated with Division priorities and provincial funding policies.
- 8.6 Identifies and qualifies implications of various allocation alternatives and cost reduction strategies by examining cost drivers, and examines impacts on schools and departments.
- 8.7 Forecasts and monitors expenditures for Division operating support to schools.

- 8.8 Analyzes expenditure forecasts and assists with development of forecast reports for submission to the Secretary-Treasurer.
- 8.9 Communicate with Principals to ensure the understanding of their budget and forecast process.

**9. Comprehensive and Complex Financial Analysis:**

- 9.1 Provides comprehensive financial analysis and information as requested by Secretary-Treasurer.
- 9.2 Analyzes data and financial submissions, identifying risks and developing options as appropriate and providing recommendations.
- 9.3 Analyzes complex issues and compares jurisdictional models across Alberta to ensure equitable and sustainable funding model in the Division.
- 9.4 Collects, analyzes, and prepares financial data to develop financial models to inform the Division's budget decision.
- 9.5 Develops, maintains, and provides financial management reports and recommendations to school principals and departments.
- 9.6 Examines issues identified by schools related to funding and financial health and recommend alternatives and solutions where appropriate.

References: Section 11,33,52,53,68,196,197,204,222,225 Education Act  
Employment Standards Code  
Freedom of Information and Protection of Privacy Act  
Labour Relations Code  
Funding Manual for School Authorities

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