

## 4.4 Accountant - Position Description

### **Position Overview:**

The Finance Manager is responsible for overseeing the financial operations of the Edmonton Society for Christian Education, ensuring accuracy, integrity, and compliance in all financial reporting and transactions. This role includes managing budgets, financial planning, payroll, accounts payable and receivable, subsidy applications, and financial reporting while supporting the Executive Director and Board with strategic financial decision-making.

Additionally, this position manages the student database, ensuring regular uploads from Edmonton Public Schools (EPSB) and maintaining accurate student records.

This position requires a detail-oriented and organized individual with strong analytical skills, financial expertise, and the ability to work collaboratively in a faith-based educational environment.

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### **Key Responsibilities:**

#### **Financial Planning & Budgeting:**

- Coordinate financial planning, budgeting, and forecasting processes.
- Prepare, monitor, and analyze monthly and quarterly operating results against budget for performance and risk assessment.
- Work with the Executive Director to develop annual budgets and assist in strategic financial decision-making.
- Prepare for and coordinate the annual audit, ensuring compliance with reporting requirements.
- Create and manage account codes in SEAS and Sage.

#### **Accounting & Reporting:**

- Maintain and reconcile the general ledger, ensuring financial data integrity.
- Prepare timely and accurate bank and financial statements.
- Ensure proper cash controls, monitor bank balances, and oversee cash reserves.
- Manage investment deposits and member loan accounts.
- Prepare working papers, year-end payroll prep, and CSI projected salaries.
- File GST reports and manage tax receipt creation, including T5 and T4A for scholarship recipients.

#### **Accounts Payable & Receivable:**

- Process invoices, payments, and adjustments, including consigned payments.
- Reconcile accounts, prepare journal entries, and maintain accurate records of receivables.
- Manage collections, including outstanding account reviews and follow-up calls.
- Process auto withdrawals, credit card transactions, and CAFT deposits.
- Handle cafeteria deposits (cash, Square, and bank deposits).

**Payroll & Benefits:**

- Process full-cycle payroll for employees, including benefits and pension administration.
- Manage payroll-related documents such as T4s, ROEs, and WCB reports.
- Adjust benefits and pensions based on layoffs, hiring, and contract changes.
- Oversee vacation accrual and payroll adjustments.

**Student Database Management:**

- Manage and maintain the student database, ensuring the accuracy and integrity of student records.
- Oversee regular uploads from Edmonton Public Schools (EPSB) to keep records up to date.
- Process busing and enrolment adjustments in coordination with student data updates.

**Subsidy & Financial Assistance Management:**

- Manage subsidy applications and payments, including preschool and pastoral care subsidies.
- Create and maintain subsidy tracking spreadsheets.
- Review and process subsidy applications and monthly e-transfers for refugee families.
- Adjust family invoices for subsidies, divorced parent agreements, and other financial aid.

**Administrative & Compliance Responsibilities:**

- Ensure all financial and HR-related confidentiality contracts are signed.
- Assist in HR hiring processes for new and returning staff.
- Create contracts as needed.
- Manage insurance applications and related documentation.
- Oversee financial aspects of the Capital Campaign.
- Serve as the primary point of contact for Fabled Solutions.

**Other Duties:**

- Manage floats.
- Handle busing and enrolment-related financial adjustments.
- Monitor amortization adjustments.
- Address CAFT payment adjustments and NSF collections.
- Support financial reporting for CSI and AFDA management.

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**Qualifications & Skills:**

- Degree or diploma in Accounting, Finance, Business Administration, or a related field.
- Minimum of 3-5 years of experience in financial management, accounting, or a related role.
- Proficiency in financial software, including Sage, SEAS, and Microsoft Excel.

- Strong knowledge of payroll processing, benefits administration, and financial reporting.
  - Experience with budgeting, auditing, and compliance within a nonprofit or educational setting is an asset.
  - Experience managing student databases and working with school records is an asset.
  - Excellent analytical and problem-solving skills.
  - High attention to detail and strong organizational abilities.
  - Ability to handle confidential information with discretion.
  - Strong communication and interpersonal skills, with the ability to work collaboratively in a Christian school environment.
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### **Work Conditions:**

- This is a full-time position based in Edmonton, AB.
- Occasional evening or weekend work may be required during audits, budgeting periods, or major events.

Created: February 2021

Approved:

Revised:

Reviewed: April 2021