

Job Description/Specification

Identification	J0292	TFEU/BCTF Joint Salary Committee Decisions
JOB/POSITION TITLE:	Senior Accountant, Finance & Operations	FORMER TITLE/DEPARTMENT: Senior Accountant
DIVISION/DEPARTMENT:	FAS/Accounting	PAY GRADE: 6
SUPERVISOR'S TITLE:	Controller	DATE APPROVED: Sep 21, 2018

Function and purpose (a)

Prepares and analyzes financial statements for audit and presentation to Executive Committee, Federation members and other parties; assists and directs accounting staff in ensuring transactions adhere to Federation policies and Generally Accepted Accounting Principles. Assumes role of departmental project coordinator for all technological matters including maintenance and upgrading of accounting systems and reports, and integration with other Federation systems and external systems. Works with Federation staff in allocation of costs and budgets to maintain integrity of the Federation's budget and general ledger structure. Designs and implements new procedures and reports as required. Assumes all responsibilities of the Controller during the Controller's absence.

Principal duties and responsibilities (a)

1. Prepares annual financial statements for the Salary Indemnity Fund (SIF) for submission to auditors and Federation members; prepares SIF annual budget in consultation with SIF staff for presentation to Executive Committee; approves major transactions and expenditures for the SIF. Gives advice and assistance to SIF staff in financial and reporting matters. Is final sign-off on all SIF administrative payments.
2. Responsible for overseeing the processing of building company transactions liaising with the Facilities Manager as required; prepares internal monthly statements and annual financial statements for audit.
3. Acts as the departmental technology representative, coordinating and interacting with external and departmental staff on technology issues and initiatives, or implements strike pay processes, on-line banking and payments, interfacing with membership, SIF, payroll, and leave of absence systems, SIF direct deposit, the design and production of computerized reports, web-based purchasing and conference registration, and online form submission.

4. Provides secondary approval for electronic transactions for Salary Indemnity Fund transactions, including approval of invoices, transmission of electronic funds transfers, posting of transactions and cheques.
5. Development and maintenance of Jet Reports ensuring accuracy and reliability. Works with Intermediate Accountant to ensure timely production of reports.
6. Maintains and updates all BCTF budgets in Budgetvision module of accounting software in consultation with the Senior Accountant, Financial Planning, Analysis and Budgets.
7. Approves all expenditures of \$5,000 or more ensuring compliance with budget, subcode structure and authorization procedures.
8. Monitors issuance of taxable benefits for TTOCs, program speakers and ensures that T4s are issued by CRA deadlines. Administers same for other BCTF programs as required.
9. Approves and posts all salary and banking general ledger journals.
10. Prepares monthly and quarterly statutory remittances (WCB, GST, PST, etc.) ensuring timely electronic reporting and remittance.
11. Assembles, compiles, and analyses a wide variety of financial, budgetary, and statistical information for Federation members, committees, and staff; prepares reports, statements and analytical summaries related thereto. Prepares other reconciliations as required.
12. Works with Controller to prepare and deliver training to other departmental staff pertaining to Accounting issues.
13. Manages Fixed Asset subledger creating new assets and retiring fully depreciated assets as required.
14. Works with Controller and Intermediate Accountants to establish validation rules and other electronic controls to ensure valid data processing.
15. Reconciles payroll entries to ensure labour costing and payroll journals are in sync.
16. Performs the duties of the controller during the latter's absence.

JOB REQUIREMENTS

This section sets out the minimum requirements in the areas of EXPERIENCE, EDUCATION, TRAINING, CERTIFICATES AND PHYSICAL DEMANDS necessary to perform the job.

Experience (b)

Five or more years of current experience as a Senior Accountant required, demonstrated experience in managing technological initiatives and improvements required, and experience supervising and co-ordinating accounting work. Experience with Windows based enterprise resource accounting software (ERP), including related report writing software. High level of proficiency and skill in the use of Excel spreadsheets including macros. Demonstrated ability to communicate effectively and to establish and maintain good interpersonal relationships. Demonstrated ability in time management and decision making using independent judgment.

Education and training (c)

University degree in business administration or commerce with an accounting major, or a professional accounting designation required.

Licences and certificates (c)

Accounting designation (CPA) required.

Environment (g)

Physical/emotional environment limited to conditions normally associated with office clerical work such as communication skills, equipment operating dexterity, and scheduling pressures.

JOB CHARACTERISTICS

This section is a key component of the Salary Determination process. This section also forms part of the job description and describes some of the conditions under which the work is performed.

Contacts and relationships (d)

Contacts and relationships with Federation staff primarily involve program co-ordinators requiring the exchange of information and data, discussing program expense reports, expense projections and budget amendment submissions, and instructing on accounting structures, controls and procedures requiring courtesy, tact, and persuasiveness. Interactions with Information Technology staff and staff in Federation departments regarding technological matters

Contacts and relationships with persons external to the Federation building require a high degree of tact and diplomacy in dealing with Executive Committee, local officers and members, auditors, and representatives of suppliers and financial institutions.

Poor handling could have a marked effect on BCTF reputation and prestige.

Machines, equipment and work aids used

Calculator, telephone, Windows systems, program budget statements, Federation by-laws, policies and procedures relating to financial matters.

Positions supervised (e)

None

Physical and/or mental effort (f)

Subject to frequent daily, weekly, monthly, and annual pressures from volumes of work, reporting deadlines, conflicting or fluctuating priorities and ongoing technological changes requiring the acquisition of new knowledge.

Working conditions (g)

Significant periods of time spent using a computer, exposure to glare from computer monitors, possible neck and/or backache from sitting and concentrating on computer screen images for long periods of time.

This position is frequently subject to stress due to the pressures of deadlines and the high degree of accuracy required.

Overtime required to handle heavy workloads with critical deadlines several times during the year.