

Job Description/Specification

Identification:	J0417	TFEU/BCTF Joint Salary Committee Decisions
JOB/POSITION TITLE:	Intermediate Accountant	FORMER TLE/DEPARTMENT: Intermediate Accountant/FAS
DIVISION/DEPARTMENT:	FAS	PAY GRADE: 5
SUPERVISOR'S TITLE:	Controller	DATE APPROVED: October 16, 2018

Function and purpose (a)

Works under the general direction of the Controller and Senior Accountant, and in conjunction with the other Intermediate Accountant. Responsible for revenues and payables transactions, invoicing and recoveries except journals, including investments, interfund and intercompany accounts, and loans. Coordinates customer service to Provincial Specialty Associations (PSA) and on month end closing to ensure that all transactions are finalized. Ensures that all payment requests are reasonable and properly authorized. Prepares weekly, monthly and annual accounting and financial reports as required. Works with the Senior Accountant, Financial Planning, Analysis and Grants to coordinate cash flow statements, cash activity reports, and other financial reports. Keeps up to date on related policy and procedures and maintains an awareness of budget changes. Maintains record keeping for BCTF associated entities including the preparation of year-end statements, providing updates on the financial status of the entity and presenting the audited financial statements. Works with the Facilities Manager to ensure financial information is timely and accurate.

Principal duties and responsibilities (a)

1. Transaction review and approval

- a. Reviews all Federation Cash Deposits and Cash Receipts Journals.
- b. Reviews all Federation payment journals and expense vouchers and ensure timely posting.
- c. Ensures that cash inflows adhere to Federation policies, are properly deposited, and are supported by adequate documentation.
- d. Ensures that payments (including petty cash payments) adhere to Federation policies, are properly authorized, and are supported by adequate documentation.
- e. Reviews expenditures identified for BCTF payment runs ensuring proper controls are in place before payment.
- f. Generates and produces cheque and electronic funds payments to members and vendors ensuring accurate generation of payments.
- g. Occasionally required to interpret policy and to balance materiality and reasonability with policy wording in consultation with Controller and Senior Accountant.
- h. Brings difficult areas to attention of senior staff. Brings errors to attention of and answers question arising from Revenues Clerk, Accounts Payable Clerk and data entry staff. Oversees correction of those errors.

- i. Investigates all stale dated cheques, determines appropriate action on returned cheques whether from bank or from vendor/member. Prepares stop payment transactions.
- j. Works with Senior Accountant and Senior Accountant- Financial Planning and Grants to ensure timely corrections of accounting miscodes and unnecessary variances.
- k. Reviews and approves all receipts and invoice transactions.
- l. Reviews invoices for capital items ensuring they are recorded correctly in accounting software.
- m. Maintains and updates authorized signatures, for all divisions, programs and PSA's.

2. PSA Accounting

- a. Customer service representative to Provincial Specialty Associations.
- b. Responds on a timely manner to financial inquiries from PSA treasurers or designated alternate executive members maintaining goodwill and professionalism.
- c. Ensures PSA transactions are expedited through the Federation accounting cycle with accuracy and detail.
- d. Ensures PSA transactions and processes are recorded in accordance with generally accepted accounting procedures and Federation bylaws and procedures and the PSA Guidebook.
- e. Prepares reports as requested by PSA table officers, BCTF staff or PSA Council
- f. Jointly with the Intermediate Accountant B prepares and presents training to PSA table officers and others as requested using power point, webinars or other tools,
- g. Assists PSA table officers with the preparation of their annual budgets and member grant applications.

3. BCTF Building

- a. Responsible for overseeing the day to day recording of financial transactions for the BCTF Building.
- b. Prepares reports as requested by the Facilities Manager and other staff.
- c. Prepares annual Audit file for the annual audits.
- d. Prepares year end statements of operations for Building Tenants.
- e. Prepares monthly closing entries as required.

4. BCTF Assistance Society and Staff Pension Plan (SPP)

- a. Responsible for overseeing the day to day recording of financial transactions for the BCTF Staff Pension Plan and the BCTF Assistance Society.
- b. Prepares reports as requested by the Administrator of the Plan, Secretary of the Society, the Society Board and/or other staff.
- c. Prepares annual Audit file and financial statements for each of the above in anticipation of annual audits.
- d. Prepares monthly closing entries as required.
- e. Updates the Society Board of Directors monthly on the financial status of the Society.
- f. Presents the results of the Annual audit to the Society's Annual General Meeting.

5. Financial Accounting

- a. Processes all transactions related to investment purchases and sales including cost, accrued interest, purchase price premiums and discounts, and any related interfund/intercompany transactions required. Tracks all investments, ensures interest

received and recorded promptly, maintains authorization forms, and checks broker statements.

- b. Balances all monthly interfund/intercompany transactions and recurring journal entries for administration charges, fee allocations, calculation of interest payable/receivable on interfund/intercompany balances and other repeating transactions.
- c. Journals information contained in monthly reports from investment companies ensuring Federation records reflect the latest information on investments including valuations, earnings, management fees, and other relevant information.
- d. Works with Senior Accountant and Senior Accountant- Financial Planning and Grants to ensure timely corrections of accounting miscodes and unnecessary variances.

6. Financial Statements

- a. In consultation with Controller and Senior Accountant, coordinates month end close of the accounting system. Ensures all transactions are posted and that accounts payable and receivable are in balance. Organizes data entry cut off between monthly fiscal periods. Ensures all reports are run and properly distributed and filed with assistance of data entry clerks.
- b. Balances all monthly interfund/intercompany transactions and recurring journal entries for administration charges, fee allocations, calculation of interest payable/receivable on interfund/intercompany balances and other repeating transactions.
- c. Prepares daily and recurring journal entries and miscellaneous transactions for all companies as required.
- d. Prepares interfund and intercompany transfers ensuring that all entities remain in balance at all times.
- e. Prepares monthly and quarterly financial statements for the Salary Indemnity Fund.
- f. Prepares year-end entries, working papers and schedules for all companies as required in consultation with the Controller and Senior Accountant. Works with the auditors on the audit process.
- g. Arranges and posts final copies of in-house reports and financial information to be available to other departments. Co-ordinates the storage, transfer, archiving and retrieval of reports and source documentation which are sent to off-site storage.
- h. Prepares monthly and quarterly financial statements for various funds comprising the BCTF (CBF, CBT, EDM, GOF, PBF, PED, WRL etc)
- i. Prepares year-end entries, working papers and schedules for all companies as required in consultation with the Controller and Senior Accountant. Works with the auditors on the audit process.
- j. Imports bi-weekly payroll information to the General Ledger ensuring it is in balance and has been reviewed for accuracy and reasonableness advising Human Resources of any errors. Prepares and allocates benefit costs between departments.

7. Banking/Brokers/Investments

- a. Reconciles BCTF bank statements, including Visa and MasterCard. Responsible for ensuring electronic PayPal transactions generated on the BCTF website are recorded as expected.
- b. Uploads and transmits Electronic Funds (EFT) transmission files including Salary indemnity fund, and member and vendor payments onto banking website and ensures EFT remittances are sent out.

- c. Monitors daily bank balances electronically in consultation with Controller and Senior Accountant, communicating with the financial institution personnel on various issues including discrepancies, electronic deposits, and credit card and electronic banking transactions.
- d. Processes all transactions related to investment purchases and sales including cost, accrued interest, purchase price premiums and discounts, and any related interfund/intercompany transactions required. Tracks all investments, ensures interest received and recorded promptly, maintains authorization forms, and reconciles broker statements for accuracy for all companies and divisions.
- e. Processes intercompany bank transfers, wire transfers, cheque stop payments and investigates any returned or missing eft payments.

8. Work co-ordination

- a. Ensures that all hard copy reports are available and archived accurately.
- b. Performs special assignments or other tasks as assigned by Controller and Senior Accountant.
- c. Assumes responsibility on an alternating basis for the department on the occasions when both the Controller and Senior Accountant are absent.
- d. Acts as Backup to the Intermediate Accountant A in their absence.

9. Work Co-ordination

- a. Ensures that all hard copy reports are available and archived accurately.
- b. Performs special assignments or other tasks as assigned by Controller and Senior Accountant.

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)

More than three years' related accounting experience, including: a working knowledge of automated accounting systems in general, and specific experience at a senior level with accounts payable, accounts receivable, bank reconciliations, and payroll; experience in reconciliation of general ledger accounts, including interfund or intercompany accounts; and investment accounts; experience in fund accounting, preparation of year end working papers and financial statements.

Proficient in the use of Microsoft Excel, including the ability to perform complex macros and functions.

Education and training (c)

Enrolment and substantial demonstrated progress the CPA Professional Educational Program (CPA PEP) or equivalent.

Licences and certificates (c)

None

Environment (g)

Physical/emotional environment limited to conditions normally

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 all levels of BCTF staff are required to provide information to aid administration of programs, and to explain procedures and policies, and to obtain co-operation.

Contacts and relationships with persons external to the BCTF building include members when responding to inquiries about their expense vouchers; vendors when responding to inquiries pertaining to their accounts; the Federation's bankers to obtain information on bank balances, electronic withdrawals and deposits and to rectify problems concerning online issues, and Visa and MasterCard problems; Provincial Specialist Association presidents and treasurers when dealing with their financial statements and queries; the BCTF and Assistance Society external auditors when providing information for use in their audits; SIF financial investment managers when obtaining account balance figures or when making transaction inquiries.

The explanation and clarification of information provided is a major consideration of the job and requires tact and diplomacy. Poor handling could have a marked effect on good relations, goodwill and BCTF reputation and prestige.

Machines, equipment and work aids used

Calculator, telephone, computer, Windows based accounting software together with Microsoft suite of programs.

Positions supervised (e)

None.

Physical and/or mental effort (f)

Required to deal with sensitive and confidential issues with members, and senior staff. Tight deadlines. Weekend and evening meeting attendance occasionally required.

Working conditions (g)

No excessively disagreeable or undesirable elements are present with the work.