



KELOWNA CHRISTIAN SCHOOL

Position Job Description: ACCOUNTING OFFICER II

DEPARTMENT: Business Office

LOCATION: Benvoulin Campus

REPORTS TO: Director of Finance & Operations

SUPERVISOR: _____

EMPLOYMENT CLASSIFICATION:

1. **Continuity:** • Regular, Permanent Position
2. **Fiscal Year:** • 12 Month - Modified
3. **Work Arrangement:** • Full Time **Hours per Week:** 37.5 **FTE:** 1.00
4. **Compensation:** • Hourly \$21.56 - \$27.61 per Hour dependent upon skills & experience
 ○ Earned wages paid out as equivalent annual salary over 24 equal pay periods
5. **Benefits Eligibility:** • Yes ○ No

ROLE SUMMARY:

The primary purpose of this role is to complete and support key Business Office routines specific to Accounts Payable, Accounts Receivable, Program Administration, Banking and other related financial concerns.

POSITION REQUIREMENTS/QUALIFICATIONS:

1. **Education & Experience**
 - Post-secondary diploma/degree in a related field (i.e. Bookkeeping/Accounting/Finance)
 - Minimum 3 years of experience in this or similar position
2. **Competencies (Skills, Knowledge, Abilities, Training)**
 - Knowledge of Bookkeeping and Accounting practices and procedures
 - Technical Skills & Computer Systems: Accounting, Banking and Microsoft Office (MS Excel)
 - Strong data entry competence with attention to detail and accuracy
 - Strong organizational and time management skills; high efficiency and productivity
 - Highest level of integrity and judgment; ability to manage confidential / sensitive information
3. **Commitment**
 - Committed follower of Jesus Christ
 - Committed to the Mission, Vision and Values of Kelowna Christian School
 - Committed to the Kelowna Christian School Code of Conduct

KEY CONTACTS/RELATIONSHIPS:

1. **Internal:** Senior Leadership Team, Faculty & Support Staff
2. **External:** Parents, Service Canada/CRA, Service Providers, Suppliers and Vendors

POSITION AUTHORITIES:

1. **Expense:** Approve individual expenses up to \$250 authorized within annual department budget
2. **Systems:** Internal Q Drive, Scotia Connect, QuickBooks, MyEducationBC

KEY MANDATED RESPONSIBILITIES:

ACCOUNTS PAYABLE & RECEIVABLE:

- Collect and enter all Payables Invoices, have managers verify and approve expenses prior to payment
- Process bills and prepare payments either by cheque for signature or by Scotia Connect online banking
- Prepare invoices and collect payments for all facility and land rentals
- Complete and remit semi-annual GST Remittances
- Post and record all incoming EFTs, Email Money Transfers, Wire Payments, Cash & Cheques

BANKING:

- Prepare cash deposits for verification and processing via Night Depository
- Deposit cheques received via Scotia Bank Remote Capture
- Reconcile monthly VISA statements: collect supporting receipts, post transactions & GST
- Manage and reconcile Petty Cash accounts
- Attend local bank branch to make deposits and purchase drafts
- Prepare online wire payments via Scotia Connect online banking for approval and submission

FAMILY TUITION ACCOUNTS:

- Create new family profiles in QuickBooks referencing enrollment documents:
- Post annual Enrollment Fee and Tuition Invoices prior to new school year (January - June)
- Process Credit Card payments via Elavon web platform, one-time payments & monthly
- Post monthly PAP Debits & Credit Card Payments: KCS, Preschool, ASCP
- Invoice, collect and post monthly ASCP/Club Judah childcare fees and run PAP file on 21st day
- Maintain Tuition Control spreadsheets: KCS K – 12, Preschool, ASCP – Club Judah
- Maintain Collections spreadsheet; initiate follow up on outstanding and out-of-order files

PROGRAM ADMINISTRATION:

- Input receipt and record of Donations received in Master Donations spreadsheet
- Maintain SCRIP, Student Fundraising, and Missions accounts; process credits and withdrawals
- Produce regular financial management reports for senior administrators and department heads

YEAR END FINANCIAL REVIEW ENGAGEMENT:

- Complete year end routines: prepare reports and supporting documents; respond to Auditor inquiries

KEY PERFORMANCE EXPECTATIONS & GOALS:

- Adhere to the KCS Code of Conduct and fulfill expectations as outlined in the Employment Manual.
- Accurately calculate, post, correct and manage accounting figures and financial records, ensuring financial reports produce reliable information within industry timelines.
- Complete all positional responsibilities within expected timelines; consistently meet time-sensitive deadlines for payment of invoices, invoicing of customers, collection of unpaid accounts, etc.
- Maintain appropriate cash & custody and internal control procedures to safeguard negotiable instruments; adhere to the school's financial policies (Example: Cash Payment Policy)
- Develop and maintain positive professional relationships with both internal and external customers.
- Maintain confidence of sensitive family, vendor and financial information; adhere to PIPA guidelines.