



## **IDENTIFICATION**

Department	Position Title	
Aurora College	Accounting Services Officer	
Position Number	Community	Division/Region
91-7157	Fort Smith	Corporate Services & Administration

## **PURPOSE OF THE POSITION**

The Accounting Services Officer is responsible for the processing of accounts payable and Visa transactions for the assigned division(s) at Aurora College and verifies accounts payable and Visa transactions for all divisions. This role also logs accounts payable and receivable documents received from the regions and assists in the daily processing of the College's accounting records.

## **SCOPE**

The Accounting Services Officer is located in Fort Smith, reports to the Comptroller and is focused primarily on processing, verifying, or maintaining accounts payable records. The incumbent processes various financial transactions and documents for the College, in accordance with established policies and procedures. The incumbent may make recommendations on methods to improve efficiency and effectiveness of the system, policies, or procedures. The incumbent exercises payment authority of up to \$10,000. The incumbent is expected to work as a cooperative member of the finance team, covering the duties of other team members and assisting regional staff as required.

## **RESPONSIBILITIES**

### **1. Prepares or processes accounting transactions and monitors financial controls.**

- Performs required control procedures and audit processes.
- Provides a monthly reconciliation and journal entry for NorthWestern Air Lease block tickets.
- Codes and obtains approvals for the monthly cell phone invoice for Aurora College, ensuing timely payment and appropriate recovery of funds.
- Prepares journal entries as assigned by the Comptroller.

- Supports the processing of payroll by reconciling PeopleSoft reports, and by preparing and coding payment documents for salary, wages, public works, and other GNWT invoices, to ensure timely processing of payments.
- Maintains a batch log system to record the receipt of accounts payable and accounts receivable documentation from regions. Distributes documentation appropriately among the central accounting team for verification and posting.
- Supports the efficient processing of year-end accounts by ensuring goods are received and all payables for that year are entered and paid on time. This includes reviewing vendor statements, freight packing slips, contribution agreements, and providing a listing of accounts payable accruals to the Comptroller. Prepares and verifies the outstanding Accounting Payable listing for year-end close. Provides detailed Accounts Payable documents requested by the Office of the Auditor General during year-end audit. Performs other special tasks during the audit.
- Completes acting assignments for the Comptroller position. This includes processing the weekly cheque run, supervising staff, overseeing daily operations of the finance division among other duties.

## **2. Processes purchasing/payables transactions and monitors compliance.**

- Performs Accounts Payable and Visa processes. Enters data and audits Visa reconciliations as assigned.
- Prepares, codes, enters, reviews, and verifies accounts payable documents/transactions and travel claims, ensuring proper coding, authorization, and supporting documentation is provided.
- Verifies Accounts Payable and Visa transactions for all divisions.
- Audits travel claims for amounts claimed, coding, spending and payment authority before processing. Tracks to ensure all outstanding travel advances are cleared.
- Verifies vendors' statements and responds to supplier, contractor and vendor enquiries as required to ensure that all invoices are appropriately paid.
- Sets up vendors and customers in the Multiview system, regularly verifying vendor information for accuracy as payables are data entered.
- Enters data and verifies confidential banking information.
- Maintains accurate system workflow approvals for the Accounts Payable Post-Voucher travel claim workflow.
- Ensures approvers are approving workflow assignments in a timely manner to ensure payments are made on time.
- Distributes Visa reconciliation templates to applicable staff and ensures timely submissions and data entry.
- Uploads and approves Electronic Funds Transfer payments as required.
- Verifies and posts student refunds and accounts receivable transactions after they have been coded and data entered by the Corporate Revenue and Collection Officer.
- Exercises payment authority up to \$10,000 to pay contractors and vendors on time, using due diligence to ensure compliance with contract stipulations, regulations, and policies.
- Reviews and monitors spending authorities for payments/invoices against budget/funding allocations to verify sufficient funds are available for the specific activity.

- Analyzes documents to ensure that contract administration and payment compliance is adhered to, that payment is reasonable considering the work completed, and approves payment.
- Exercises professional skepticism and fraud awareness.

### **3. Assists and supports others with financial transactions or expertise.**

- Verifies the daily bank deposit after it has been prepared by the Corporate Revenue and Collection Officer, to ensure accuracy before banking.
- Provides technical accounting and systems guidance to Finance Officers.
- Advises the Finance Officers when problem solving or investigating escalated issues or complex financial transactions.
- Administers the Finance Department's mail services.
- Provides ad hoc administrative support to the finance function as required such as filing, recording, and routing of mail, taking minutes at finance meetings, and providing basic customer service information.
- Prepares and maintains position's procedure manual.

### **4. Contributes to the effectiveness, safety, and reputation of the College.**

- Upon request, creates reports, analyses, budgets, and/or briefings in support of department operations.
- Complies with all institutional policies and applicable legislation.
- Provides input and pertinent information to others for new projects, initiatives, and future training plans as required.
- Undertakes special projects, as assigned by the Comptroller.
- May support, or provide input to, events and presentations that promote Aurora College's activities, programs, and offerings to others.
- Acts as an ambassador by promoting Aurora College's programs and image.
- Escalates safety concerns to the Comptroller.
- Fosters a supportive learning/working environment and assists other staff/faculty as needed.
- Attends team-building functions and regular department meetings, which may be face-to-face or virtual. At times, the incumbent may be asked to chair or take minutes at meetings.
- Participates in an appropriate share of institutional service assignments, such as participating in committees.
- Documents professional development plan and required training needs.
- Supports recruitment and onboarding of new staff, upon request.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual demands.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

No unusual demands.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of accounting and bookkeeping procedures, including accounts payable and expenditures processes.
- Skills in financial and accounting systems, word processing, spreadsheets, data entry and email.
- Skills in analytical thinking, attention to detail and compliance.
- Ability to learn and apply financial policies, regulations, and compliance procedures.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

### **Typically, the above qualifications would be attained by:**

An undergraduate accounting degree or diploma or second level CPA Prep program, and three (3) years of working experience in the related field.

Equivalent combinations of education and experience will be considered.

### **ADDITIONAL REQUIREMENTS**

#### **Position Security (check one)**

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

#### **French language (check one if applicable)**

- ☐ French required (must identify required level below)  
Level required for this Designated Position is:  
ORAL EXPRESSION AND COMPREHENSION  
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐  
READING COMPREHENSION:  
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐  
WRITING SKILLS:  
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

#### **Indigenous language: Select language**

- ☐ Required
- ☐ Preferred