

ACCOUNTING OFFICER #1 – ACCOUNTS RECEIVABLE, PAYROLL & HR ADMIN

Responsibilities List:

- **PAYROLL:**
 - Prepare semi-monthly payroll via Payworks for approval/submission
 - Set up annual salary & benefit changes based on spreadsheets & calendars provided
 - Establish & maintain employee profiles on Payworks, Quickbooks, Payroll Master, Payroll Input
 - Calculate and remit benefit deductions (Group Ins. - Desjardins, LTD, RBC Group RRSP/TFSA)
 - Process special Employee Deductions: Scholarship Donations & TRB Annual Fees
 - Complete Payroll Tax Year End Review and Authorization: T4s
 - Month End adjustments & EFTs for Employees on LOA with Benefits - create & maintain schedules
- **TUITION - Accounts Receivable:**
 - Prep monthly PAPs for Regular & Preschool Tuition files via ScotiaConnect for approval/submission
 - Create & Maintain Tuition Control sheets: KCS K – 12, Preschool, ASCP – Club Judah
 - Update family accounts on QuickBooks, contracts & donations sheets, incl. addresses
 - Maintain Collections spreadsheet; follow up on outstanding and out-of-order files
 - Calculate adjusted tuition when appropriate (re: late enrollment; early withdrawal)
 - Deduct approved discounts & post monthly Earned Tuition Income, reconcile discounts
 - Process credit card payments & special EFTs in the Summer
 - Maintain Preschool & ASCP Subsidy sheet & reconcile parent billing vs subsidies received
 - Monthly Billing of ASCP Invoices that include subsidies & discounts
- **HUMAN RESOURCE ADMINISTRATION:**
 - Maintain both Employee and Payroll Files for new and departing employees
 - Group Benefits: enrollment, remit premiums, reconcile monthly billing with actual
 - Desjardins Financial, RBC Insurance, RBC Group Advantage, STD in house fund
 - Maintain Employee Records re: Absences (Sick days, Leaves of Absence)
 - Teacher Regulation Branch: Annual Certificate Confirmation & Remit Annual TRB Fees
 - Criminal Record Checks: Process new/renew; maintain register of staff, volunteers & homestay families
 - Records of Employment: terminated employees or those on leave & temp & on call employees
 - WorkSafe BC: quarterly/annual reporting, file injury reports, coordinate wage loss payments with WCB
 - Calculate salary adjustments re: late start, early termination, EI Sub-Plan for Illness, Unpaid LOA
 - Calculate Employee Years of Service supporting annual year-end staff awards
- **GOVERNMENT GRANTS & SUBSIDIES:**
 - Post Operating and Special Education Grants
 - Post and Reconcile Child Care Grants & Subsidies: CCOF, CCFRI, ECE-WE, PS & ASCP Subsidies, RSL, etc.
- **BANKING:**
 - Verify and deliver weekly Bank Deposits
 - Complete monthly Bank Reconciliations
 - Confirm Tuition Deposits vs Tuition Control Sheets - all departments, reconcile Elavon C/C billing
 - Process Scholarship & Bursary redemptions; maintain related accounts (Odlum Brown)
- **TAX RECEIPTING:**
 - Calculate Eligible Charitable Donation Amounts under SCSBC Charitable Receipting Framework
 - Maintain Donations Sheet, add new families, address updates in all modules
 - Prepare Official Receipts for Income Tax Purposes: Tuition, Donations, Child Care
- **YEAR END FINANCIAL REVIEW ENGAGEMENT:**
 - Y/E review & prepare reports and supporting documents; respond to Auditor inquiries
 - Prepare final Trial Balance; download QuickBooks File
 - Post Year End Adjusting Entries

ACCOUNTING OFFICER #2 – ACCOUNTS PAYABLE, BANKING, PROGRAMS

Responsibilities List:

- ACCOUNTS PAYABLE
 - Collect & Enter all Payables Invoices, have managers verify and approve expenses
 - Process bill payments; prepare cheques for signature and ScotiaConnect EFT payments
 - Remit regular payments via ScotiaConnect:
 - Employee expense claim reimbursements and subsidies (Ex. cell phone)
 - Hot Lunch Program Suppliers/Vendors
 - International Homestay Family payments
 - Evangel Church Lease payments
 - Sports Academy Coaches Fees
- ACCOUNTS RECEIVABLE
 - Prepare invoices and collect payments for all rentals:
 - Benvoulin Campus: Calvary Church, FYBA, Parking Spaces
 - 1770 KLO Road: Farm Lease, Farm House
 - Complete and remit semi-annual GST/HST Remittances
 - Post & record all incoming EFTs, Email Money Transfers, Wire Payments, Cash & Chqs.
- BANKING
 - Prepare cash deposits for verification and processing via Night Depository
 - Deposit cheques received via BNS Remote Capture
 - Reconcile monthly VISA Stmt: collect supporting receipts, post transactions & GST
 - Manage and reconcile Petty Cash accounts
 - Attend local branch to make deposits and purchase drafts
 - Prepare online wire payments via ScotiaConnect for approval/submission
- TUITION
 - Create new family profiles in QuickBooks referencing enrollment documents
 - Domestic (K-12), International, Preschool, ASCP
 - Post annual Enrollment Fee and Tuition Invoices prior to new school year (Jan-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 child care fees & run PAP on 21st
 - Maintain Tuition Control spreadsheets: KCS K – 12, Preschool, ASCP – Club Judah
 - Maintain Collections spreadsheet; initiate follow up on outstanding/out-of-order files
- PROGRAM ADMINISTRATION:
 - Input receipt and record of Donations received in Master Donations spreadsheet
 - Maintain SCRIP and Student Fundraising Accounts; process credits and withdrawals
 - Manage Missions Accounts
- YEAR END FINANCIAL REVIEW ENGAGEMENT:
 - Prepare reports and supporting documents; compile Year End Binder
 - Respond to Auditor inquiries