

## **JOB DESCRIPTION**

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**Dept:** Financial Services

**Working Title:** Accounting Services Coordinator (712)

**Date:** November 2014

**Job Class:** 12

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### ***PRIMARY FUNCTION:***

To coordinate, develop, guide and advise the KPU community regarding financial operations: and to assist and support the leadership team by researching, analyzing, and reconciling financial information as pertains to the Accounting Services area: payroll, accounts payable, accounts receivable, taxation, and cash management.

### ***JOB DUTIES AND TASKS:***

#### **1. Reconcile, research, and analyze technical financial information:**

- a. Research, provide technical support, analysis, reporting and assistance to Accounting Services/Financial Operations management on a wide variety of issues.
- b. Assist the leadership team with the development, implementation and maintenance of adequate control systems and systems which collect, analyze and report on information relating to this area.
- c. Assist the leadership team to develop and calculate performance metrics related to Accounting Services.
- d. Prepare general ledger account reconciliations on a monthly, annual, and ad hoc basis.
- e. Maintain payment card merchant information, prepare reconciliations, and monitor payment equipment.
- f. Develop, prepare and/or analyze and reconcile accounting working papers, information, and schedules as required by management, other employees, auditors and other external agencies.

#### **2. Provide advice, information, and training to the Accounting Services area, as well as other KPU departments:**

- a. Advise personnel on accounting practices and procedures.
- b. Research, coordinate, and advise KPU financial services department and KPU community regarding Payment Card Industry issues.
- c. Coordinate, plan, monitor, guide and support Financial Services and Student Service staff regarding cash control procedures during critical student tuition fee payment deadlines, as well as on an ongoing basis.
- d. Guide and train operations staff during year-end, especially in the areas of Accounts Receivable and Accounts Payable reporting and reconciliations.
- e. Coordinate and plan for activities involving cash receipts/disbursements which may entail tax, cash management and Payment Card Industry compliance implications.
- f. Develop and revise forms and documentation related to Accounting Services procedures.
- g. Develop, maintain and organize the Accounting Services' internal and external websites.

#### **3. Maintain, monitor, investigate, resolve, and process transactions relating to banking:**

- a. Monitor banking transactions on a daily basis and report anomalies to Financial Operations leadership.
- b. Review and recommend action for cheque clearing exceptions identified by the bank.

- c. Maintain and provide technical support for banking and cheque printing systems, both as part of enterprise systems and external banking systems.
- d. Facilitate the maintenance and development of banking systems by evaluating system functions and recommending and implementing changes.
- e. Coordinate the testing and training of banking systems for upgraded versions of financial reporting system software and external banking systems.
- f. Maintain and update cheque records by uploading daily cancelled cheque files from bank, manually clearing cheques, recording stale-date cheques, re-issued cheques stop payments, and upload the issued cheque files to the bank.
- g. Coordinate, analyze, investigate and resolve banking errors with Financial Operations' management and bank.
- h. Prepare and enter journal entries for a wide variety of accounting transactions, including banking, revenue, and ancillary services.
- i. Reconcile payment software accounts, follow-up on any missing information, and prepare journal entries.
- j. Prepare cash flow projections and analysis.

**4. Ensure compliance with Kwantlen Polytechnic University policies and procedures, and external regulations:**

- a. Research guidelines and regulations pertaining to federal and provincial sales tax, Payment Card Industry standards, generally accepted accounting principles, and accepted University policies, procedures, and business practices.
- b. Monitor transactions for compliance, and report any anomalies to Manager, Receivables and Treasury.
- c. Exchange information with various departments and other personnel to ensure that policies and procedures are kept up-to-date.
- d. Review policies, procedures, and regulations and recommend and implement changes as required.
- e. Modify, develop and implement new procedures.

**5. Related duties:**

- a. Carry out projects, which may be confidential, on any part of University and University Foundation Financial Operations.
- b. Support Accounts Receivable billing and collection activities including occasional relief for Accounts Receivable staff.
- c. Liaise with other University employees, Ministries, agency officials, and external auditors.

***SUPERVISION RECEIVED:***

Reports to Manager, Receivables and Treasury.

***SUPERVISION/DIRECTION EXERCISED:***

Provides training to the University community on new and revised processes, procedures, policies and regulations related to Accounting Services/Financial Operations.

***PHYSICAL ASSETS/INFORMATION MANAGEMENT:***

Develops and maintains accounting and statistical data. Facilitate the development and maintenance of banking systems and coordinating testing and training.

***FINANCIAL RESOURCES:***

Analyze and research data to be included in financial audits/reports, and to be used for Financial Operations.

*The above statements reflect the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.*

**EMPLOYER REQUIRED KNOWLEDGE SKILLS AND ABILITIES:**

1. Completion of two years of an accounting program at an accredited post-secondary institute and a minimum of five years' related experience or equivalent combination of education and experience.
2. Demonstrated proficient knowledge of the use of common PC applications software such as spreadsheet, database, word processing, and presentation.
3. Demonstrated working knowledge of integrated computer accounting systems.
4. Demonstrated ability to exercise judgment to work and complete assignments with minimal supervision.
5. Proven ability to work under pressure, establish priorities, and meet deadlines.
6. Proven ability to recognize, analyze, and resolve problems.
7. Proven ability to communicate courteously and effectively in English, in person, in writing, and over the telephone with faculty, staff, administrators, auditors, Ministry and agency officials, and the public.
8. Demonstrated effective interpersonal skills, including a demonstrated ability to develop, establish, and maintain effective working relationships with a wide variety of University employees and external agencies.
9. Proven ability to apply attention to detail when compiling / preparing financial and other information.
10. Demonstrated ability to exercise tact and discretion when exchanging information.
11. Demonstrated ability to compose correspondence and reports.
12. Demonstrated ability to prepare and deliver effective presentations.

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Knowledge Skills & Abilities revised:

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