

**BENCHMARK**  
**Accounting**  
**Administrator 1**

**COMMUNITY SUBSECTOR COLLECTIVE AGREEMENT**

CLASSIFICATION GRID: 39

BENCHMARK TITLE: ACCOUNTING ADMINISTRATOR 1

BENCHMARK NUMBER: 80780

JOB FAMILY: ADMINISTRATIVE SERVICES

**SCOPE AND LEVEL DEFINITION**

Prepares or ensures the preparation of, and verifies the accuracy of accounting reports and records such as balance sheets, income statements, general ledger and annual T4 slips, and may supervise staff.

**TYPICAL FUNCTIONS AND RESPONSIBILITIES**

1. Prepares or ensures the preparation of, and verifies the accuracy of, various reports and analyses such as period end balance sheets and income statements, general ledger, year-end working papers, salary costing projections, draft budgets, cash flow estimates, provincial and federal sales tax returns, and comparative expenditure statements.
2. Works with auditors to design, maintain, and prepare account reconciliation and analytic working papers. Responds to inquiries from auditors, and makes required adjustments.
3. Develops work procedures, and ensures that department standards are maintained, transactions are accurate and deadlines are met. Provides input on policies and operational requirements to the Manager.
4. Performs payroll and accounting functions including posting to the general ledger, completing trial balances, reviewing journal entries, reconciling and balancing payroll data. Maintains records, compiles information, and performs analyses and summaries including preparing records of employment and Workers' Compensation Board employer claim forms, calculating retroactive payments. Prepares or ensures the preparation of monthly and quarterly financial reports, annual T4 slips and draft budgets, and collects information required for audits.
5. Follows up on overdue accounts and makes decisions regarding related action. Identifies reasons for discrepancies and takes corrective action.
6. Performs banking functions such as preparing and making bank deposits, including operating on-line bank balance systems, reconciling bank statements, monitoring bank account memos and bank charges to ensure compliance with contractual arrangements, and maintaining lists of authorized signing officers for bank accounts.
7. Manages cash resources by performing duties such as monitoring and reporting cash deficiencies, maintaining and modifying computerized cash flow forecasting models, making investment recommendations, and performing investment income accounting.
8. Answers inquiries by telephone and in person and takes corrective action.

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9. Supervises staff by performing duties such as assigning work, providing feedback and evaluation, determining training requirements, orienting new staff, and maintaining timekeeping and attendance records. Resolves staffing problems, including calling in staff to ensure appropriate staffing levels.
10. Performs other related duties as assigned.

**QUALIFICATIONS**

**Typical Education, Training, and Experience**

- Diploma in Accounting Management
- Recent, related experience of four years  
Or an equivalent combination of education, training, and experience  
Or other Qualifications determined to be reasonable and relevant to the level of work

**Typical Skills and Abilities**

- Ability to communicate effectively, both verbally and in writing
- Physical ability to carry out the duties of the position
- Ability to work independently and in cooperation with others
- Ability to operate related equipment
- Ability to plan, organize, and prioritize
- Ability to type
- Business writing skills
- Knowledge of general office procedures
- Ability to analyze and resolve problems
- Ability to do mathematical and financial calculations
- Knowledge of principles and practices related to accounting, and financial and budget management
- Ability to supervise
- Ability to develop, evaluate, and monitor financial systems and procedures