

**BENCHMARK**  
**Accounting**  
**Administrator 2**

**COMMUNITY SUBSECTOR COLLECTIVE AGREEMENT**

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CLASSIFICATION GRID: 40

BENCHMARK TITLE: ACCOUNTING ADMINISTRATOR 2

BENCHMARK NUMBER: 80790

JOB FAMILY: ADMINISTRATIVE SERVICES

**SCOPE AND LEVEL DEFINITION**

Oversees the accounting and/or payroll functions of the organization by developing and maintaining systems, policies, and procedures, including establishing methods for depreciation of assets, revenue deferral, and accruals. Prepares or ensures the preparation of, and verifies the accuracy of, accounting and/or payroll reports and records such as balance sheets, income statements, general ledgers, and annual T4 slips. May supervise staff.

**TYPICAL FUNCTIONS AND RESPONSIBILITIES**

1. Oversees the accounting and/or payroll function of the organization by developing and maintaining systems, policies, and procedures, including establishing methods for depreciation of assets, revenue deferral, and accruals. Ensures department standards are maintained, transactions are accurate, and deadlines are met.
2. Prepares or oversees the preparation, 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.
3. Works with auditors to design, maintain, and prepare account reconciliation and analytic working papers. Responds to inquiries from auditors, and makes required adjustments.
4. 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.
5. 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.
6. Answers inquiries by telephone and in person and takes corrective action.
7. 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.
8. Performs other related duties as assigned.

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Implementation Date: May 2, 2003

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Grid level updated: April 1, 2019 (per CIU Com-157)

QUALIFICATIONS

Typical Education, Training, and Experience

- Accounting designation such as CGA, CMA, or CA
- Recent, related experience of three 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
- Ability to interpret and apply policies and procedures