

TITLE: FINANCIAL SYSTEMS TECHNICIAN

JOB GOAL: The main goal of the Financial Systems Technician is to provide financial system (purchasing card and School Cash Online) support to the District under minimum supervision.

QUALIFICATIONS:

1. Recent completion of the 2nd year of a post-secondary program in Accounting, Business or Commerce with a minimum grade of C+ on all accounting courses. Candidates working towards a CPA designation are preferred.
2. One year of relevant work experience.
3. Knowledge of bookkeeping and intermediate accounting.
4. Working knowledge of intermediate level Excel, Microsoft Office, and finance office routines.
5. Excellent verbal and written communication skills.
6. Excellent critical thinking and financial analysis skills.
7. Demonstrated ability to use knowledge and resources to resolve problems and issues as they arise within their areas of responsibility.
8. Demonstrated ability in setting priorities and meeting deadlines.
9. Ability to get along well with other staff and use courtesy, tact and diplomacy in exchanges with the public, vendors and other departments within the school district.
10. Ability to perform tasks with minimum supervision.
11. Ability to work in a very busy work environment with speed and accuracy, while paying attention to detail in all aspects of work.
12. Ability to follow direction.
13. Ability to respect the confidential nature of financial transactions, correspondence and discussions.
14. Aptitude for and experience in computer operations and data input.
15. Advanced knowledge of relevant software programs, including the ability to import/export data between programs.
16. Ability to interpret related legislation and policies.

RESPONSIBLE TO: Manager, Financial Services

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

1. Purchasing Card Administration

- Responsible for managing approximately 340 district Purchasing Cards;
- Proficient in the use of BMO – Spend Dynamics (SD)
- Develops & coordinates new software implementation and testing;
- Requests enhancements and new reports for SD to BMO directly;
- Accountable for PCard security by safeguarding all restricted and confidential information, i.e. card numbers, password security numbers, expiration dates and purchasing limits;
- Verifies and processes all new cardholder applications and provides final authorization before submitting to BMO;
- Receives all new PCards, verifies information, initializes setup in BMO and establishes logon ID, security profiles, GL account information etc. and forwards to card holder with forms and instructions;
- Determines and authorizes PCard purchasing limit increases;
- Handles emergency PCard purchase declines by liaising with BMO, merchant and cardholder to resolve the problem promptly;
- Accesses all district cardholder information through BMO and downloads & creates reports;
- Trains school district cardholders on BMO procedures and monthly reconciliation;
- Creates and maintains an instruction manual for BMO users;
- Creates and maintains system procedure documentation.
- Acts as the district resource for BMO help by providing technical support to all PCard holders and Accounting staff.
- Troubleshoot & problem solve BMO software issues.
- Reconciles BMO purchasing cards for Finance employees
- Prepare reports and analysis for supervisor review.

2. SchoolCash Online Administration

- Proficient in the use of KEV SchoolCash Online.
- Responsible for providing SchoolCash Online system support to District staff.
- Administers categories and accounts in the system.
- Administers catalogue item and payment set up.
- Creates user profile and access rights.
- Creates and maintains system procedure documentation.
- Prepare reports and analysis for supervisor review.

3. Purchasing:

- Receives, prioritizes and reviews purchase requisitions/orders for complete specifications.
- Create purchase requisitions/orders.
- Inputs purchase orders into the atrieve purchasing software program;
- Balances and proofs purchase orders to ensure they are accurate before being issued to vendor and before being committed to the Accounting system;
- Maintains vendor master file for purchase orders and invoices.
- Prepares specifications and contract wording for written competitive procurements, analyze and recommend best value.

- Provide direction to District staff for tendering activities and compliance with purchasing policies.

4. Process accounts payable:

- Review account coding and authorizations of employee expense claims.
- Audit expense claims and supporting documentation to ensure compliance with district regulations and CRA legislation.
- Batch all employee expense claims into accounting software, balancing all entered batches.
- Compile and upload honourarium payments into accounting software.
- Verify utility supplier statements and answer vendor queries.
- Summarize detailed utilities invoices into spreadsheets for entry into accounting software for payment.
- Responsible for disbursing and reconciling the school board office petty cash fund.
- Audit and process the District's extra bussing charges received by the Transportation department into accounting software.

5. Other

- General Finance Department office administration such as filing and supply purchases.
- Other duties as assigned.

TERMS OF EMPLOYMENT: 12 Months per year.