**Core Responsibilities**

Reporting to the Secretary-Treasurer, the Accounting Services Manager is primarily responsible for the overall accounting and payroll systems, accounts receivable, accounts payable, CUPE timekeeping, and cash receipting. Provides guidance and direction to five finance and payroll staff ensuring proper execution of accounting and payroll procedures in accordance with internal controls, Board Policy, practice, Public Sector Pension Plans, Ministry of Education reporting requirements and CRA Regulations.

**Specific Responsibilities**

* Supervise five staff who in turn are responsible for processing all accounts payable and payroll disbursements
* Performance management; problem solving; workflow solutions; change management; recruitment\selection; training and development of staff
* Overall integrity of payroll and GL
* Payroll and finance internal controls used to ensure employee pay and benefits are accurate and administered correctly pursuant to employment contracts and regulatory bodies; all types of leaves are calculated and paid correctly; vacation, sick, banked time, etc.
* Reviews and audits accounts payable disbursements
* Reviews and audits six payrolls:
	+ CUPE bi-weekly SUPPORT and Casual
	+ Teacher monthly with mid-month advance
	+ Excluded monthly with mid-month advance
	+ TTOC bi-monthly
	+ Payroll database setup verification – pay codes; deduction codes; formulas etc.
* Reconcile all MPP, TPP and Receiver General payroll remittances
* Oversee and assist with T-4’s, T-4A’s; Pension annual reports
* Transfers payroll and accounts payable files to bank
* Oversee all accounts receivable; cash deposits
* P-Card administrator
* Miscellaneous reports, journal entries and transaction processing such as:
	+ Teacher Summer Savings Plan
	+ WCB
	+ LEA invoicing
	+ Mercer Report
	+ Quarterly amortization entries and EFB entry
* Quarterly GRE financial report and assist with year-end financial statements- working papers for all balance sheet accounts
* Year-end rollover
* SOFI
* Final reporting and audit of quarterly EDAS report
* Assist external auditors
* GST Rebate Filing semi-annually
* Annual Charities return
* Frequently required to cover staff work during absences, vacations, recruitment transition, to ensure payrolls and accounts payable is kept up to date