

**Job Class Profile:** Accountant I

**Pay Level:** CG-29 **Point Band:** 622-675

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	5	4	2	3	4	4	3	2	2	
Points	233	67	13	14	120	87	62	43	21	660

## JOB SUMMARY

The Accountant I is responsible for overseeing a discrete function of an accounting and financial segment of an organization or assisting in the management of the overall accounting/finance operation.

### Key and Periodic Activities

- Oversees the day to day functions of the accounting department which includes accounts payable, accounts receivable and maintenance of the general ledger requiring the accurate and timely payment and subsequent reporting to senior management.
- Prepares and provides numerous monthly reconciliations for the organization.
- Approves payment vouchers and travel claims for payment for multiple organizations ensuring all requirements of the Financial Administration Act and Travel Rules are adhered to and all financial control has been exercised.
- Reviews and approves encumbrances, requisitions and journal vouchers ensuring that all applicable processing requirements are adhered to.
- Prepares quarterly and year end financial statements including supporting working papers, schedules and documentation for inclusion in the quarterly reports.
- Provides reports, documentation and/or support to managers, directors and auditors as required.
- Assists in the development of accounting/financial policies and guidelines.

## SKILL

### Knowledge

#### General and Specific Knowledge:

- Knowledge of Generally Accepted Accounting Principles and Practices.
- Knowledge of Organizational Policies & Procedures.
- Knowledge of various electronic application programs.
- Knowledge of related Legislation & Regulations.

#### Formal Education and/or Certification(s):

- Minimum: 3 year Specialized Post Secondary Diploma Program in Accounting or Business.

**Years of Experience:**

- Minimum: 4-5 years.

**Competencies:**

- The ability to utilize various computer software programs to capture, store and present financial information.

**Interpersonal Skills**

- A range of interpersonal skills are used to listen to coworkers and supervisor for information; provide information to others; gain cooperation of others; work within a team; and to remain calm when dealing with angry or upset clients on the phone.
- Communication occurs with employees within the immediate work area, department and other departments as well as outside the department including supervisors, clients or customers, auditors and students.
- Most significant contacts are employees, supervisors and managers.

**EFFORT****Physical Effort**

- Work demands do not result in considerable fatigue requiring periods of rest. Work provides the opportunity to stand and walk within the office environment.
- There is limited requirement for lifting or moving objects.
- Required to sit at a desk for extended periods, answer the phone several times throughout the day, and pack and store boxes of files.
- Constant fine finger/precision work is required while utilizing various computer software programs to perform work.

**Concentration**

- **Visual** concentration is required when utilizing a computer to post information to various accounts and general ledger and in preparing statistical and financial reports.
- **Auditory** concentration includes listening to clients on the phone as well as coworkers and supervisors in the office who provide direction or guidance.
- Concentration efforts are also required when working with multiple spreadsheets at a time which involves inputting data and posting charges and payments to accounts.
- Work is impacted by **interruptions and multiple time pressures/deadlines** with an occasional **lack of control over work pace** (i.e. monthly, quarterly and fiscal year end procedures and reporting requirements).
- **Exact results and precision** are required when preparing journal entries, balancing accounts and analyzing reports.

**Complexity**

- Work typically involves tasks and activities that are different but allow for the use of similar knowledge and skills. Occasionally there may be tasks for which a limited number of guidelines or solutions exist.
- Problems tend to be well defined and can be addressed by following a set of guidelines and procedures. Occasionally will require creative problem definition and analysis and the

development of solutions.

- The most typical challenge or problem is identifying errors, investigating and resolving.
- Reference material and policy regulations are available to assist with solving problems.

## RESPONSIBILITY

### Accountability and Decision-Making

- Work tasks and activities are generally prescribed or controlled.
- May authorize refunds and cash advances, can approve general ledger journal entries, and amend or remove charges on client's accounts.
- Requires approval for fiscal year write off, financial statements and large scale purchases.
- Work tasks requiring a decision as to whether or not payment on an account can be made after an established deadline is done using discretion and independent judgement.

### Impact

- Impacts generally affect immediate work area, within the department or group, outside the department and on customers or clients.
- Work activities impact finances and corporate image.
- Improper calculation could result in payment errors and reporting of inaccurate information.
- In the event of a mistake or error or the mishandling of confidential information, the consequence could be significant to clients, department and finances.

### Development and Leadership of Others

- Not responsible for the supervision of staff.
- May be required to provide guidance to technical staff, orientation and/or on-the-job training.

## WORKING CONDITIONS

### Environmental Working Conditions

- There is no requirement for any special precautions or safety equipment.
- There is a limited likelihood of minor cuts, bruises, abrasions or minor illnesses.
- Work is performed in an office or open environment where employees may occasionally experience unusual/distracting noise, glare from computer monitors and lack of privacy.