

PEIGAN BOARD OF EDUCATION

Job Posting: Full Time Term Position

Finance Technician

Position Summary

The Finance Technician will primarily be responsible for the administration of the provincial tuition funding portfolio which includes creating, maintaining and administering the invoicing process with provincial school boards where Piikani students attend. The Finance Technician will perform accounting tasks involving data entry, bank reconciliation, accounts payables and receivables, assisting with year-end audit and generating financial reports for the Finance Department.

Position Responsibilities

- Administer and maintain the provincial school tuition invoicing process which includes working with provincial school boards;
- Maintain accounts receivable and accounts payable records, ledgers and journals; primarily for but not limited to the provincial tuition funding portfolio;
- Manage information and communication between PBOE and Provincial School Boards regarding the tuition invoicing process;
- Track expenses and report on provincial school tuition costs to necessary stakeholders (Superintendent, Board, Chief and Council)
- Complete general PBOE accounting tasks involving data entry, reconciling bank statements, handling the accounts payables and receivables, assisting with year-end audit procedures and generating a variety of financial report for the Finance Department as needed;
- Audit vendor cheques for proper amounts, duplication or other errors;
- Maintain and implement internal controls to protect PBOE assets;
- Travel to provincial school boards as required;
- Contributes to team effort by accomplishing related results as needed;
- Perform related duties as required.

Qualifications & Education Requirements

- Bachelor of Management Degree in Accounting or equivalent;
- Must have 2-3 years of direct work experience in a bookkeeping & payroll function acquired within the last 3 years;
- Demonstrated knowledge of QuickBooks financial software;
- Clean criminal record & intervention checks;
- Knowledge of Blackfoot/Piikani Language & Culture an asset.

Deadline: August 10, 2020

Submit cover letter, resume, copies of education requirements and background checks to:

PEIGAN BOARD OF EDUCATION
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Brocket, AB T0K 0H0
Tel: 403-965-3910 Fax: 403-965-3713
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