
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Technical

Class Series: Business Office

Grid: 34

Class Title: Accounting Supervisor

I. Level Definition

Positions at this level spend the majority of the time overseeing designated accounting functions by supervising designated employees and performing administrative duties.

II. Typical Duties

1. Supervises designated employees by performing duties such as scheduling and coordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
2. Monitors expenditures of a designated accounting area and makes recommendations regarding budget for assigned area; evaluates equipment such as computer software and hardware and makes recommendations regarding the purchase.
3. Directs the maintenance of designated accounting records, journals and ledgers; authorizes journal vouchers and cheque requisitions.
4. Maintains accounting system application modules by recommending changes and enhancements; investigating and resolving problems; referring problems as required; provides user support for related applications.
5. Monitors and ensures adherence to department policies and procedures; develops, implements and revises procedures.
6. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12, successful completion of the fourth level of the CGA or CMA program, three years' recent related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to supervise.
- (v) Ability to organize work.
- (vi) Ability to operate related equipment.