



Knowledge Bureau®
Excellence in Financial Education

WE'RE GROWING. . .PLEASE JOIN US!

Knowledge Bureau is a national post-secondary educational institute and publisher focused on excellence in financial education. Our mission is to provide professionals and their clients the knowledge and skills to make sound financial decisions in our world class virtual campus.

Our school is growing and we are looking for highly engaged, enthusiastic and committed individuals who wish to make an impact in helping tax and financial advisors with their continuing professional development so they can sharpen skills and improve services from coast to coast.

Email CV to Al Gordon, Director of Operations by **February 6, 2014**: al@knowledgebureau.com.

Position Title:	Income Analyst
Department:	Accounting
Reports To:	President
Role Description:	
Process and provide daily sales information to be used for high-level decision making purposes in the accounting department.	

RESPONSIBILITIES:

Daily Cash Recording	<ul style="list-style-type: none">• Record and reconcile daily revenue• Update team goals daily• Prepare daily bank reconciliation• Deposit tuition and instalments as required
Financial Reporting & Management	<ul style="list-style-type: none">• Assist in preparing accurate and timely financial reports for Management• Daily entry of transactions for various financial reports leading to preparation of budgets, P&Ls and project accounting by department• Ensure accurate and timely daily, monthly, quarterly and year end close procedures relating to accounting transactions are followed
Policy and Procedures	<ul style="list-style-type: none">• Develop, monitor and maintain cash and accounting control policy and procedures• Work with company accountant to keep procedures and training manuals up to date.
Analysis	<ul style="list-style-type: none">• Analyze and provide recommendations to Management team for efficient use of resources



Payroll	<ul style="list-style-type: none">• Prepare and record all employee records, payroll transactions, accounting for statutory and non-statutory deductions, benefits accounting• Prepare and maintain time management records for each employee updated to each pay period• Prepare T slips, in collaboration with company accountant, and keep company standards aligned to Labour Standards legislation• Assist with employee training manual development
Procurement Services	<ul style="list-style-type: none">• Obtain quotes for suppliers to ensure best pricing; maintain record of preferred vendors and best pricing• Purchasing upon approval by management
IT Support	<ul style="list-style-type: none">• Provide basic IT support to internal staff and accounting program students, as required
Compliance	<ul style="list-style-type: none">• Ensure financial records are kept in accordance with compliance requirements• Ensure confidentiality and proper storage of records for compliance purposes
Sales and Marketing	<ul style="list-style-type: none">• Ensure that daily sales reporting is disseminated to management
Student Support	<ul style="list-style-type: none">• Relationship: Support accounting and payroll students as required, as well as Basic and Advanced Payroll for Professional Bookkeepers