

School District No. 53 (Okanagan Similkameen)
Job Description

JOB TITLE: SCHOOL ACCOUNTING CLERK

JOB NUMBER: 231

RESPONSIBLE TO: Principal or Designate

JOB SUMMARY: Under the supervision of the principal or designate and the guidance of the administrative secretary secondary, the school accounting clerk maintains and monitors financial records.

ILLUSTRATIVE EXAMPLES OF JOB DUTIES AND RESPONSIBILITIES:

1. monitor/maintain financial records including trust and cafeteria funds, petty cash, accounts receivable, bank deposits, and reconciliations;
2. respond to enquiries and take/relay messages;
3. operate office equipment and software to create/maintain correspondence, spreadsheets, databases, and reports;
4. prepare, process, file and maintain correspondence, records, reports, forms, and work orders;
5. monitor/maintain inventory and place/receive/verify supplies and equipment orders;
6. keep current by participating in job-related training and staff development;
7. communicate positively and effectively, and interact as a collaborative and consultative team member;
8. understand and act in accordance with school and district policies and procedures, district Health & Safety Manual and WorkSafeBC regulations;
9. maintain confidentiality; and
10. other duties as assigned.

REQUIRED QUALIFICATIONS:

1. grade 12 including accounting and relevant courses in computer software;
2. one year relevant office experience, obtained within the last three years, including accounting;
3. demonstrated ability to keyboard accurately at 60 wpm;
4. demonstrated knowledge of accounting principles and procedures, and software including word processing, spreadsheets, and databases;
5. demonstrated ability to work as part of a team;
6. effective communication skills in verbal, written and electronic format;
7. strong problem-solving and organizational skills; and
8. physical ability to perform all aspects of the position.

Rev July 2, 2010

Note: Clear criminal record checks are required prior to employment with the district.