

School District No. 53 (Okanagan Similkameen)
Job Description

Job Title: ACCOUNTING CLERK

Job Number: 239

Responsible to: Secretary Treasurer or Designate

Job Summary: Under the supervision of the secretary treasurer or designate, the accounting clerk provides support for school district accounting.

ILLUSTRATIVE EXAMPLES OF JOB DUTIES AND RESPONSIBILITIES:

1. verify approved invoices, reconcile to purchase orders and vendor statements, process and reconcile accounts payable, and generate and distribute cheques;
2. provide support to school secretaries for bookkeeping inquiries;
3. verify, reconcile, and process VISA, expense claims, and QPVs;
4. close district and trust fund month ends including assisting secretaries with month end procedures;
5. reconcile bank statements and balance to general ledger;
6. verify and process invoices for accounts receivable;
7. create journal entries and post after approval;
8. operate office equipment and software to create/maintain correspondence, spreadsheets, databases, and reports;
9. prepare, process, distribute, file and maintain invoices, correspondence, records, reports, and forms;
10. front office coverage such as take/relay messages, direct enquiries, create purchase orders, complete bank deposits, and accounts receivable;
11. send, receive, sort and distribute mail;
12. ensure daily backup is complete;
13. keep current by participating in job-related training and staff development;
14. communicate positively and effectively, and interact as a collaborative and consultative team member;
15. understand and act in accordance with school and district policies and procedures, district Health & Safety Manual and WorkSafeBC regulations;
16. maintain confidentiality; and
17. other duties as assigned.

REQUIRED QUALIFICATIONS:

1. grade 12 plus post-secondary education in accounting and relevant computer technology;
2. six months relevant bookkeeping experience obtained within the last two years;
3. demonstrated ability to keyboard accurately at 40 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 interpersonal skills; and
8. physical ability to perform all aspects of the position.

Rev July 2015

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