

**School District No. 53 (Okanagan Similkameen)**  
**Job Description**

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**Job Title:** ACCOUNTING CLERK

**Job Number:** 239

**Responsible to:** Manager of Finance

**Job Summary:** Under the supervision of the manager of finance, 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 accounting 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 software;
2. six months relevant accounting experience obtained within the last two years;
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 interpersonal skills; and
8. physical ability to perform all aspects of the position.

Rev July 2, 2010

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