

Okanagan Similkameen School District No. 53

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.

JOB DUTIES AND RESPONSIBILITIES:

1. reconcile, and process accounts payable including invoices and purchase orders, vendor statements, credit card transactions, expense claims, and QPVs;
2. answer inquiries and provides accounting support to school secretaries;
3. district and school trust fund month end procedures;
4. bank reconciliations;
5. process and reconcile accounts receivable,
6. create/post journal entries;
7. prepare/maintain reports, forms, spreadsheets and databases;
8. front office coverage and support;
9. participate in job-related training and staff development;
10. communicate positively and effectively, and interact as a collaborative and consultative team member;
11. understand and act in accordance with school and district policies and procedures, district Health & Safety Manual and WorkSafeBC regulations;
12. maintain confidentiality; and
13. other duties as assigned.

REQUIRED QUALIFICATIONS:

1. grade 12 plus post-secondary education in accounting and relevant computer courses;
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. ability to take direction from supervisor(s) and 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 23, 2020

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