

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.

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. participate 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 plus post-secondary education in accounting and relevant computer courses;
2. one year relevant school office experience, obtained within the last three years, including bookkeeping;
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 problem-solving and organizational skills; and
8. physical ability to perform all aspects of the position.

Rev July 23, 2024

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