

**SCHOOL DISTRICT NO. 85
(Vancouver Island North)**

CLASSIFICATION DESCRIPTION

ACCOUNTING CLERK I

DEPARTMENT: School District Administration Office

JOB SCOPE

Reports to the Secretary-Treasurer.
Responsible for accounting functions in the School District Administration Office.
Works without close supervision.
Performs duties of a confidential nature.

MAJOR DUTIES AND RESPONSIBILITIES

Responsible for all school district accounts payable and accounts receivable functions.
Performs collections follow-up and providing periodic aged accounts receivable listings.
Performs data entry and verification procedures for receipts and bank deposits.
Maintains appropriate records and documentation and prepares reports as required.
Provides support for Payroll Clerks I and II as needed.
Provides information and assistance to other departments, staff, auditors, government bodies and suppliers on all accounts payable and accounts receivable inquiries.
Maintains appropriate records and documentation for all school district disbursements.
Refines existing procedures as required by changes in contracts, collective agreements board policies or government regulations.
Assigns and monitors use of all ferry cards, purchasing cards and district mobile phones.
Performs receptionist duties on a back-up basis.
Performs other duties necessarily incidental to those assigned above.

QUALIFICATIONS AND EXPERIENCE

Secondary school graduation (Dogwood Certificate or equivalent) supplemented by two years of relevant post secondary education including appropriate courses in accounting and office management.
Ability to type accurately at 40 words per minute.
Ability to establish and maintain good working relationships with staff, other departments, and government bodies.
Ability to understand and effectively carry out oral and written instructions.
Ability to maintain strict confidentiality regarding school district information.
Ability to organize and work with minimum supervision.
Working knowledge of applicable contracts, statutory requirements, policies, regulations, taxes and exemptions.
Thorough knowledge of the theory and procedures involved in utilizing a computerized accounting system.
Working knowledge of office methods and procedures.
Skill in operating standard office equipment including computers (accounting software, spreadsheets, word-processing).
Ability to work with speed and accuracy.
Good interpersonal and communication skills.
Six years of recent relevant accounting experience.

Revised Feb. 2006
Revised May 2012
Revised Jun. 2015
Revised Jun. 2016