

SCHOOL DISTRICT NO.5 (SOUTHEAST KOOTENAY)

JOB DESCRIPTION

JOB TITLE: ACCOUNTANT

JOB SUMMARY: An employee hired to perform a multitude of tasks and duties pertaining to the organization and maintenance of school district accounting records, statements and reports, including allocation of work to clerical staff, who is responsible to an assigned supervisor.

QUALIFICATIONS REQUIRED:

1. Grade 12 or equivalent
2. Valid British Columbia Driver's License may be required.
3. Accounting degree such as CGA, CMA, CA.
4. Minimum of five years experience and training in a computerized accounting environment.
5. Demonstrated computer skills using spread sheets, data base, operating systems and network management software.

MUST HAVE THE ABILITY TO:

1. Communicate effectively, orally and in writing.
2. Identify and apply a wide range of mathematical and statistical concepts.
3. Be self directed, flexible and work independently.
4. Solve problems related to the position.
5. Maintain confidentiality.
6. Work under pressure, e.g.: multi-task and meet deadlines.
7. Operate and maintain office equipment related to the position.
8. Understand, interpret and apply Ministry guidelines.

RESPONSIBILITIES AND DUTIES:

1. Complete specialized and technical reports.
2. May allocate work to other office clerical staff.
3. Develop effective work methods to handle assigned tasks.
4. Assist in preparing, analyzing, monitoring, reconciling and reporting:
 - purchasing,
 - capital statements,
 - financial statements and systems,
 - bank accounts,
 - tenders,
 - inventory management, depreciation,
 - working papers,
 - equipment schedules,
 - various programs.

5. Provide technical support for computer systems and networks.
6. Liaise with school board personnel and various agencies.
7. Perform other job related duties.

March 1, 1999