

## **SCHOOL DISTRICT NO. 5 (SOUTHEAST KOOTENAY)**

### **JOB DESCRIPTION**

**JOB TITLE:** ACCOUNTING CLERK - PAYROLL

**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 and assisting with payroll when required, under the direct supervision of the Accounting Services Manager.

#### **QUALIFICATIONS REQUIRED:**

1. Grade 12 or equivalent.
2. Valid British Columbia Driver's License may be required.
3. Business Administration Diploma or equivalent work experience
4. Minimum of two years' experience in an accounting environment
5. Minimum of two years' experience in computer software including word processing, data base, spreadsheets (Excel), computer payroll systems and e-mail.

#### **MUST HAVE THE ABILITY TO:**

1. Communicate effectively, orally and in writing.
2. Be self directive, flexible and work independently.
3. Solve problems related to the position.
4. Develop effective work methods to handle assigned tasks.
5. Maintain confidentiality.
6. Work under pressure, e.g. multi-task and meet deadlines.

#### **RESPONSIBILITIES AND DUTIES:**

1. Produce and distribute various accounting reports and develop reports when required.
2. Accountable for accurate completion and processing of accounting functions, such as: accounts payable & receivable, general ledger entries, reconciliations and purchase cards.
3. Develop effective work methods to handle assigned tasks.
4. Responsible to meet required deadlines.
5. Liaise with school personnel and various agencies.
6. Accountable for accurate completion and processing of payroll functions, which may include assisting district Payroll and Benefit Coordinators with:
  - data entry from employee timesheets
  - tracking employee eligibility for benefits
  - maintaining spreadsheets
  - receiving, sorting and stamping payroll mail
  - answering the phone and transmitting messages
  - properly maintaining filing system of current and archived records
7. Perform other job related duties.