

SCHOOL DISTRICT NO.5 (SOUTHEAST KOOTENAY)

JOB DESCRIPTION

JOB TITLE: **ACCOUNTING CLERK**

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. Business (accounting) diploma or equivalent work experience.
4. Minimum of one year's experience in computer software including word processing, data base, spreadsheets, computer accounting systems and e-mail.
5. Minimum of two years' experience in an accounting environment.

MUST HAVE THE ABILITY TO:

1. Communicate effectively, orally and in writing.
2. Perform mathematical calculations including using formulas and pre-established guidelines.
3. Be self directive, 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.

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 and bank reconciliations.
3. Develop effective work methods to handle assigned tasks.
4. Responsible to meet required deadlines.
5. Liaise with school personnel and various agencies.
6. Perform other job related duties.