

# School District No. 91 (Nechako Lakes)

## JOB DESCRIPTION

### CLERICAL – ACCOUNTING CLERK III

Rate of Pay: **Band # 13**

Location: **School Board Office**

#### **SUMMARY**

- Performs various functions pertaining to school district purchasing, accounts payable, accounts receivable and general accounting.

#### **DUTIES & RESPONSIBILITIES**

- maintain GL accounts, report parameters and school access parameters
- review and document accounting control procedures, including benefits reconciliation, bank reconciliation, alternate funds, internal balances, liability reconciliation, grants, HR – Payroll, etc.
- assist with the annual audit, including preparation of working papers
- prepare external reporting including FIA report and reconciliation to financial statements, General Reporting Entity, Registered Charity return, Smart tool and Carbon Neutral report
- run year end closing processes in SDS
- assist schools in keeping a set of records which accurately show their receipts and expenditures to meet Public Sector Accounting Board and Ministry requirements, including perform audits on school funds and provide written reports on results including recommendations
- software troubleshooting for SDS OA and school access users
- organize and facilitate training for site-based staff regarding SDS, accounting, payroll and HR systems
- implement and manage system changes
- provide payroll and accounting relief
- delivers bank deposits
- maintains the confidentiality of sensitive information seen or heard

#### **QUALIFICATIONS**

##### **KNOWLEDGE**

- completion of Grade 12 (Dogwood Certificate)
- completion of the third year of a recognized accounting program
- B.C. Driver's License – class 5

##### **EXPERIENCE**

- minimum of three years of current relevant experience in an accounting department
- experience in the use of a computer directed accounting system (SDS)
- experience in preparing working papers and financial statements

##### **SKILLS & ABILITIES**

- typing skills of 55 word per minute
- proficiency and speed in the use of calculators and a good aptitude for figures
- excellent interpersonal skills, and the ability to communicate effectively, both orally and in writing
- self-motivated, self-directed and flexible, with good organizational and planning skills
- ability to use judgment to interpret, analyze and modify methods and procedures
- Ability to communicate effectively using courtesy, tact, discretion and human relations skills in contacts of a difficult, sensitive or specialized nature, to secure the cooperation of others
- ability to organize and prioritize work to meet deadlines
- ability to operate standard office equipment
- ability to work as a team member to manage the total office workload, develop and streamline procedures and take such training as is appropriate and available
- demonstrated understanding of word processing, database management and spreadsheet programs (e.g. Microsoft Office / PowerPoint)
- knowledge of the rules and regulations regarding GST rebates

Implemented: April 1999

Revised: March 2014

Reviewed: March 2014

**N.B. This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.**