

# School District No. 91 (Nechako Lakes)

## JOB DESCRIPTION

### CLERICAL – ACCOUNTING CLERK II

Rate of Pay: **Band # 10**

Location: **School Board Office**

#### **SUMMARY**

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

#### **DUTIES & RESPONSIBILITIES**

- distributes and collects invoices, verifies GL coding, processes invoices and maintains files
- prepares, processes, files and maintains various correspondence
- maintains vendor master records regarding suppliers and employees
- prepares and posts journal entries as necessary
- prepares bank deposits
- generates and processes receipts and invoices
- contacts individuals and groups regarding overdue accounts
- prepares aged accounts receivable balances
- handles questions and concerns from employees, governing bodies, suppliers and the public and explains and interprets District policies, regulations and standards to same
- calculates and files Goods and Services Tax rebate returns
- collates information and reports on expenses to the Director of Finance
- assists with month end procedures as required
- coordinates, and processes supplies orders
- responsible for support to schools regarding purchase order systems
- responsible for accounting data backups and system housekeeping as required
- maintains the confidentiality of sensitive information seen or heard
- maintains Records Management Systems

#### **QUALIFICATIONS**

##### **KNOWLEDGE**

- completion of Grade 12 (Dogwood Certificate)
- completion of the second year of a recognized accounting program
- BC Driver's License - Class 5 with an exemplary driving record as demonstrated by a current driver's abstract

##### **EXPERIENCE**

- two years of current relevant experience in an accounting department

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

- typing skills of 55 word per minute
- experience in the preparation of a computer directed accounting system
- proficiency and speed in the use of calculators and a good aptitude for figures
- self-motivated, self-directed and flexible, with good organizational and planning skills
- ability to use independent judgement in selecting and interpreting information
- ability to use tact and diplomacy when handling contacts of a difficult, specialized or sensitive nature, for the discussion and resolution of problems
- 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 willingness to take such training as is appropriate and available
- demonstrated understanding of word processing, database management and spreadsheet programs
- knowledge of the rules and regulations regarding GST rebates

**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.**