

School District No. 91 (Nechako Lakes)

JOB DESCRIPTION

CLERICAL – ACCOUNTING CLERK I

Rate of Pay: **Band # 7**

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 and delivers bank deposits
- inputs, prints and distributes receipts for all monies received
- inputs receipts and invoices into accounting system
- 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 controller
- assists with month end procedures as required
- coordinates, and processes annual supplies orders for schools and ensures correct distribution
- responsible for support to schools regarding purchase order systems
- responsible for accounting weekly data backups and system housekeeping
- maintains the confidentiality of sensitive information seen or heard

QUALIFICATIONS

KNOWLEDGE

- completion of Grade 12 (Dogwood Certificate)
- completion of one 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

- one year of current relevant work experience

SKILLS & ABILITIES

- typing skills of 55 word per minute
- ability to use computer directed accounting systems
- 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 work independently and use judgement to determine which of many methods are applicable in any given situation
- ability to use courtesy, tact and discretion to deal with or settle requests, complaints or clarification of information
- 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
- knowledge of the rules and regulations regarding GST rebates
- demonstrated understanding of word processing, database management and spreadsheet programs

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.