

**SCHOOL DISTRICT #64 (Gulf Islands)**  
**Job Description**  
**Accountant, General - (Clerk VI)**

**SUMMARY**

**Under direction** performs accounting duties to process district accounts payable, receivable and payrolls, using a computerized system.

**DUTIES**

**Under direction:**

- Ensures all data is authorized for payment and coded to appropriate accounts.
- Collates and inputs data; checks audit trails.
- Responds to account inquiries from suppliers and district personnel.
- Controls purchase order and voucher filing systems.
- Checks Non Public Funds and petty cash reports, expense claims and advances.
- Processes checks and payrolls; compiles journals, checks and vouchers for signature.
- Processes monthly/annual accounting reports.
- Prepares complex journal entries and bank reconciliation(s).
- Prepares accounts receivable invoices and trial balance.
- Consults with computer service representatives/performs computer system maintenance routines such as month and year-end procedures, release installation, back ups, disk organization.
- Prepares bank deposits, performs banking duties.
- Balances accounts payable clearing accounts.
- Prepares and tracks Trust Fund Accounts.
- Prepares information for Alternate Funds Transfers.
- Schedules/supervises assistant(s).
- Performs other assigned comparable duties which are within the area of knowledge and skills required by the job description.

**QUALIFICATIONS**

- Grade 12.
- Diploma in Business Management (Advanced Financial and Payroll Accounting).
- Working knowledge of Accounting and Payroll computer systems.
- 3 years experience in related work.
- Or an equivalent combination of training and experience.

**RELATIONSHIPS**

- Responsible to Secretary Treasurer.

**APPROVED:** October 4, 1995