SUMMARY
Under direction, performs accounting duties for assigned departments using accounting and office administration software.

DUTIES
• Ensures all data is authorized for payment and coded to appropriate accounts
• Collates and inputs data; checks audit rails and maintains integrity of financial records. Reconciles district purchasing card accounts
• Maintains purchase order system
• Prepares receipts and bank deposits
• Checks petty cash reports, expense claims and advances
• Responds to account inquiries from suppliers and district personnel
• Prepares invoices as required
• Prepares and submits reports as required
• Prepares routine correspondence; signs when authorized
• Cross trains with Accountant General for select critical duties
• Performs other assigned comparable duties within the area of knowledge and skills required by the job description

QUALIFICATIONS
• Grade 12
• Post-secondary diploma in Accounting. Minimum two (2) years.
• Working knowledge of accounting and office administration software
• Four (4) years’ experience in related work
• Documented evidence of exemplary interpersonal skills and ability to work independently and as a member of a team

Or equivalent combination of training and experience

RELATIONSHIPS
• Responsible to the Manager of Finance

APPROVED
On behalf of: School District No. 64 (Gulf Islands) On behalf of: CUPE Local 788
Original signed by: Rod Scotvold Original signed by: Larry Melious
Secretary Treasurer President

November 4, 2014 November 4, 2014

Classification: Clerical V
JJEC approved date: October 30, 2014