

SCHOOL DISTRICT No. 64 (Gulf Islands)
Job Description
Accounting Assistant

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)

Original signed by:

Rod Scotvold
Secretary Treasurer

November 4, 2014

On behalf of:
CUPE Local 788

Original signed by:

Larry Melious
President

November 4, 2014

Classification: Clerical V

JJEC approved date: October 30, 2014