

TITLE: Accounting Clerk 2 - District  
SECTION: School Board Office - Business Services  
REPORTS TO: Assistant Secretary-Treasurer

SUMMARY:

Under the general supervision of the Assistant Secretary-Treasurer, provides clerical/ accounting services to the Finance Department.

DUTIES:

1. Receives, verifies, and applies general ledger codes to all accounting data using established procedures and practices, and prepares and distributes relevant reports.
2. Relieves the Assistant Secretary-Treasurer of administrative detail by directing, assigning, and monitoring the Accounting Clerks.
3. Answers inquiries on accounting data.
4. Reconciles, analyzes, and prepares invoices for accounts receivable.
5. Provides backup support and training in the use of school-based accounting software.
6. Prepares various accounting reports as required.
7. Reconciles payroll bank account.
8. Provides support to each division of the Finance Department.
9. Assists in the preparation of financial statements and audits as required.
10. Operates standard office equipment.
11. May, on occasion, be required to perform other job-related duties as assigned.

## QUALIFICATIONS:

Education - the applicant must have completed

- Grade 12
- Supplemented by successful completion of the second year of a recognized accounting program or equivalent combination of education and experience.

Skills - the applicant must have

- Intermediate computer skills and experience with a computerized accounting system.

Experience - the applicant must have

- Recent experience as an accounting clerk or equivalent duties for a period of greater than 24 months.

Other - the applicant must

- Be able to develop methods or procedures as required.
- Show tact, courtesy, and discretion in dealing with people in the course of his/her duties.
- Acknowledge the need for confidentiality with regards to information seen and/or heard in the course of his/her duties.
- Ability and aptitude to work with detail, precision, speed, and accuracy and work effectively under pressure, high volumes, and tight timelines.

**APPENDIX E**

**JOB EVALUATION**

COVERING

**SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)**  
(EMPLOYER)

AND

**CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 5101**

**ADVICE OF RATING**

EMPLOYEE NAME:	
JOB TITLE:	01 - Accounting Clerk-District
LOCATION:	School Board Office
EFFECTIVE DATE:	May 22, 2020

This is to advise that the rating for the job to which you have been appointed is as follows:

**JOB RATING**

Factor	Edu	Exp	Jud	A/D	Phy	Dex	Acc	Saf	Sup	Con	W/C
Degree	6	6	5	4	3	4	3	1	3	3	1
Total Points	391										

RATING CLASSIFICATION: LEVEL	17
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