

TITLE: Accounting Clerk 1 - 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, processes and data enters all accounts payable documents using established procedures and practices.
2. Provides support and training in the use of school-based accounting software including assisting with school audits.
3. Answers vendor inquiries.
4. Assists in systems development initiatives.
5. Operates standard office equipment.
6. Performs transient and emergent back-up duties for the Finance Department.
7. 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 first year of a recognized accounting program, or equivalent.

Skills - the applicant must have

- Intermediate computer skills and experience with a computerized accounting system

Experience - the applicant must have

- Recent accounts payable and bookkeeping experience for a period of greater than 6 months.

Other - the applicant must

- Be able to follow established methods and procedures.
- Show tact, courtesy and discretion in dealing with people in the course of his/her duties.
- Acknowledge the need for confidentiality with regard to information seen and/or heard in the course of his/her duties.

**APPENDIX G****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:	70 - Accounting Clerk 1 - District
LOCATION:	School Board Office
EFFECTIVE DATE:	

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	5	4	2	3	3	5	3	1	1	3	1
Total Points	295										

RATING CLASSIFICATION: LEVEL
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