



## CUPE CLERICAL POSTINGS

**TO:** ALL CUPE MEMBERS  
**FROM:** Nicole Brown, Human Resources Manager  
**DATE:** Thursday, April 18, 2024

### The following **REGULAR** position is available:

<b>COMPETITION: #1</b>	Title:	<b>PAYROLL AND BENEFITS CLERK (CUPE PAYROLL)</b>
POSITION: SBO-2	Site:	<b>School Board Office</b>
REGULAR	Job:	Duties, qualifications and experience as per job description #35 Pay Level 17
	Schedule:	35 hours per week (8:00am – 4:00pm) – 12 months
	Term:	Effective April 29, 2024

**Note: Please submit all certificates and details regarding your educational experience with accounting processes and procedures.**

### The following **TEMPORARY** position is available:

<b>COMPETITION: #2</b>	Title:	<b>PAYROLL &amp; BENEFITS CLERK/ ACCOUNTING CLERK</b>
POSITION: SBO-14	Site:	<b>SCHOOL BOARD OFFICE</b>
TEMPORARY	Job:	Job Description #103 – Pay Level 10
	Schedule:	35 hrs per week (8:00am – 4:00pm with a 1hr break) - 12 months
	Term:	Effective May 24, 2024 until the return of the incumbent. Position may start before or after May 24, 2024 as it's a Maternity Leave.
	Note:	<b>Please submit all certificates and details regarding your educational experience with accounting processes and procedures. Job description attached.</b>

**APPLICATIONS MUST BE RECEIVED AT THE SCHOOL BOARD OFFICE  
 BY 10:00AM, THURSDAY, APRIL 25, 2024**

Application forms are available on the School District Website ([www.sd79.bc.ca](http://www.sd79.bc.ca)). All forms must be completed in full. Submit applications to the School Board Office Receptionist by email: [sboreceptionist@sd79.bc.ca](mailto:sboreceptionist@sd79.bc.ca), please confirm it has been received. If you have any difficulty, please contact Ashley at [hrcupeusw@sd79.bc.ca](mailto:hrcupeusw@sd79.bc.ca) or leave a voicemail at 250-748-0321ext. 279.

CUPE job descriptions available at the District website under: Services/Human Resources/CUPE Information

Nicole Brown  
Human Resources Manager