

Revised: Feb. 23, 2005

TITLE: Accounting Clerk Assistant- 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 codes invoices, purchase orders, expense claims, petty cash claims and similar documents using established procedures and practices.
2. Reconciles invoices with purchase orders and prepares for approval and payment.
3. Provides support and training in the use of school based accounting software.
4. Maintains a variety of files, records and forms in order to respond to queries from and supply information to staff and vendors.
5. Processes, records and reconciles travel expense advances and claims.
6. Prepares Excise Fuel, PST, and PST PAC returns and claims.
7. Assists in systems development initiatives.
8. Operates standard office equipment, including a personal computer, photocopier, cheque signing machine, fax machine and provides first-line maintenance as required.
9. Performs transient and emergent back-up duties for the Finance Department.
10. 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 level 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

- 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.

**JOB EVALUATION**

COVERING

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

AND

**CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 606**

**ADVICE OF RATING**

EMPLOYEE NAME:	
JOB TITLE:	70 - Accounting Clerk Assistant - 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	4	3	4	3	1	1	2	1
Total Points	292										

RATING CLASSIFICATION: LEVEL	11
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