



SCHOOL DISTRICT #8 (KOOTENAY LAKE)

JOB DESCRIPTION

Status: APPROVED
Date: April 2001
Reviewed: September 11, 2015
February 12, 2016
March 11, 2016
January 13, 2017

Job Title

Accounts Clerk

Job Summary:

An employee who, under the direction of the Secretary Treasurer or designate processes accounts payable and accounts receivable transactions, and accounting transactions in accordance with School District accounting policies and practices as well as Federal and Provincial tax regulations.

Job Requirements:

1. Training in accounting equivalent to a two (2) year Business Administration/Accounting diploma program or possess an Office Administration certificate and demonstrated two (2) years' related experience.
2. Training and experience in the use of various computerized accounting systems, databases and spreadsheets.
3. Thorough knowledge of accounting/general ledger systems and procedures, spreadsheet preparation, reconciliations, internal controls and applicable tax remittance procedures and reconciliations.
4. Current knowledge of Federal and Provincial tax regulations.
5. Must work independently with minimal supervision, with emphasis on accuracy and deadlines, timelines and strong organizational skills.
6. Excellent communication and organizational skills and the ability to meet and deal effectively with employees, vendors, customers and the general public.

Approved: February 17, 2017
On behalf of CUPE Local 748:

Accounts Clerk
On behalf of School District No. 8 (Kootenay Lake):

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A handwritten signature in dark ink, appearing to read "D. H. [unclear]", is written over a horizontal line.

7. Must maintain strict confidentiality.
8. Must have understanding and knowledge of safe work practices.
9. Performs other job duties as may be assigned.

Job Conditions:

1. Work is indoors in clean, well-lighted and heated buildings.
2. Work can be stressful as there are time pressures and constant interruptions

Approved: February 17, 2017
On behalf of CUPE Local 748:

Accounts Clerk
On behalf of School District No. 8 (Kootenay Lake):

