



SCHOOL DISTRICT #8 (KOOTENAY LAKE)

JOB DESCRIPTION

Status: Approved
Date: May 9, 2014

Job Title

Data Entry Clerk

Job Summary:

An employee who, under the direction of the Director of Human Resource Services or designate, performs data entry functions in the Accounting, Payroll and Human Resources Department.

Job Requirements:

1. Training in Payroll accounting with the completion of three (3) core Accounting/Business Administration courses from an accredited post-secondary organization or completion of the Payroll Compliance Legislation, Payroll Fundamentals I and Introduction to Accounting from the Canadian Payroll Association or completion of first (1st) year studies in a CGA/CMA program.
2. Excellent data entry skills.
3. Proficient in Excel spreadsheets.
4. Required to dispatch employees, both teaching and non-teaching.
5. Required to prepare TOC payroll and assist Payroll Clerks with data entry.
6. Excellent communication skills and the ability to meet and deal effectively with employees and the general public.
7. Works with minimum supervision, with strong organizational skills.
8. Maintains strict confidentiality.
9. Must have understanding and knowledge of safe work practices.
10. Perform other job related duties as may be assigned.

Approved: May 2014
On behalf of CUPE Local 748:

A handwritten signature in black ink, appearing to read "N. J. Chum".

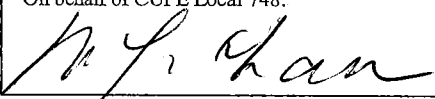
Data Entry Clerk
On behalf of School District No. 8 (Kootenay Lake):

A handwritten signature in black ink, appearing to read "S. Morris".

Job Conditions:

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

Approved: May 2014
On behalf of CUPE Local 748:



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

