

**SCHOOL DISTRICT #42  
Maple Ridge - Pitt Meadows**

**JOB DESCRIPTION**

**JOB TITLE:** Accounts Clerk

**DATE:** May 2011

**REVISED:** March 2015

**PAY GRADE:**

**LOCATION:** Various

**SUMMARY:** Performs a variety of duties in a school or office environment with an emphasis on bookkeeping and accounting.

**DUTIES:**

1. Acts as a representative of the School: answers telephones, handles inquiries and gives out information. Acts as a general liaison between the Principals and staff members, students, parents, suppliers, salespersons, and the general public.
2. Operates a computer using a variety of accounting, wordprocessing and spreadsheet software programs. Selects, verifies, enters, stores and processes data from a variety of material, such as correspondence, invoices, purchase orders, and inventories. Updates and edits stored information. Selects data for recall and determines desired format of output on printer. Performs weekly back-up of computer information.
3. Processes and monitors school and/or department trust accounts which include accounts payable, accounts receivable and general ledger to trial balance. This includes: issuing cheques and receipts, preparing and making bank deposits, bank/credit card/account reconciliation, sales tax reports, and preparing and submitting monthly trial balance.
4. Monitors and checks validity of District departmental budget accounts. Prepares documents including trust account reimbursement, budget and expenditure transfer requests, requisitions, minor purchase orders and quick pays. Obtains prices and specifications through the Purchasing Department, from suppliers, or from literature available in the school. Verifies incoming deliveries for accuracy, completeness and damage. Verifies packing slips and invoices. Maintains inventory in order to place Annual Order.
5. Prepares reports, records and statements by gathering and selecting data and information not necessarily readily available. Searches and analyzes resource material.
6. Sets up and maintains appropriate filing systems.
7. Operates, maintains and troubleshoots school equipment such as photocopiers, printers and facsimile machines.
8. Performs other assigned comparable duties which are within the scope of knowledge, skills and abilities required by the position.

**REQUIRED KNOWLEDGE, ABILITY AND SKILLS:**

1. Successful completion of Grade 12 with course emphasis on business practices and procedures plus one year post-secondary courses in the accounting field.
2. One (1) year experience in a computerized accounting environment or the equivalent training in the accounting field. Familiarity with school procedures is an asset.
3. Ability to make arithmetical computations quickly and accurately. Thorough knowledge of bookkeeping.
4. Ability to operate office equipment, computers and a variety of software programs with keyboarding skills at 50 net wpm.
5. A valid B.C. Driver's License.
6. Demonstrated ability to communicate effectively and harmoniously with staff, students, parents, contractors and visitors.
7. Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.

**JOINT COMMITTEE MEMBER'S SIGNATURES:**

	
	