

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

**JOB DESCRIPTION**

**JOB TITLE:** Accounts Clerk II

**DATE:** September 2016

**REVISED:** April 2022

**PAY GRADE:**

**LOCATION:** Riverside Centre

**SUMMARY:** Under the supervision of the Manager, Ridge Meadows College and the Principal of Riverside Centre, performs a variety of duties in a school or office environment with an emphasis on bookkeeping and accounting.

**DUTIES:**

1. Handles inquiries and gives out information. Communicates funding, purchasing, and accounting policies and guidelines. Acts as a general liaison between the Principals/Vice Principals, Coordinators/Managers and staff members, students, parents, suppliers, salespersons, government and ministry officials, and the general public.
2. Maintains business systems and procedures for accounting practices, receipts, daily cash, credit cards, deposits, refunds, petty cash, trial balances, bank reconciliation, trust accounts, and budget reporting in compliance with funding, purchasing and accounting policies and guidelines.
3. Coordinates government and agency billings and prepares financial reports according to Ministry reporting guidelines. Accounts for the receipt of grants or funds received from the Ministry and other government and special project contracts. Analyzes and assures compliance with contractual requirements including lease agreements.
4. Prepares invoices and monitors/receives accounts receivable payments, including student tuition.
5. Processes and monitors accounts, including accounts payable, accounts receivable and general ledger to trial balance. Issues cheques and receipts, prepares and makes bank deposits, prepares bank reconciliation and GST reports, and reviews monthly department trial balance reports with the Principal/Vice Principal/Manager.
6. Monitors and checks validity of District departmental budget accounts. Prepares budget and expenditure transfer requests through the District's Accounting Department. Assists in the preparation of requisitions and minor purchase orders.
7. Reviews registrations and provides information to support decisions on whether to continue or discontinue courses based on cost recovery.
8. Organizes and monitors the process for course withdrawals and refunds.
9. Prepares the Tuition and Enrolment Certificate (T2202) from the student information system and submits to Canada Revenue Agency.

10. Reconciles the financial data between the student information system and the district accounting system and submits the reconciliation to the District's Accounting Department monthly.
11. Prepares detailed reports to define, clarify, analyze funding and/or expense issues for the Principal/Vice Principal/Manger in support of the District's Accounting Department and for internal and external audits.
12. Prepares reports for enrolment/revenue statistics by gathering and selecting information, as well as producing financial/enrolment data.
13. Sets up and maintains appropriate filing systems.
14. Performs other assigned comparable duties that are within the scope of knowledge, skills and abilities required for the position.

**REQUIRED KNOWLEDGE, ABILITY AND SKILLS:**

1. Successful completion of Grade 12 plus completion of a diploma program in accounting or the second level of a recognized accounting program (CGA, CMA, etc.) plus two (2) years accounting experience or the equivalent training and experience in the accounting field.
2. Ability to operate office equipment, computers and a variety of software programs with keyboarding skills at a minimum of 40 net wpm.
3. Demonstrated ability to communicate and function harmoniously with staff and outside agencies.
4. Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.
5. A valid B.C. Driver's License.

**JJEC JOINT COMMITTEE MEMBER'S SIGNATURES:**

	
	