

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

JOB DESCRIPTION

JOB TITLE: Finance Accounting Clerk

DATE: March 2018

REVISED: June 2023

PAY GRADE:

LOCATION: District Education Office

SUMMARY: Performs a variety of clerical and accounting assistance duties in the Finance Department with an emphasis on data entry, checking and balancing accounts and producing associated reports.

DUTIES:

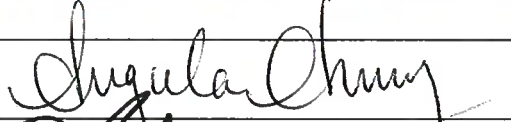
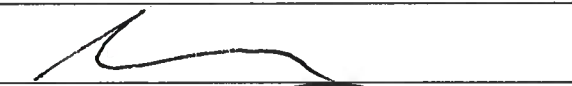
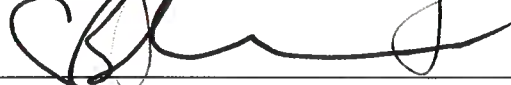

1. Enters data and checks the accuracy of items such as invoice batches, journal entries, and budget transfers.
2. Balances batches by checking entries for accuracy, totaling items and producing reports to ensure totals match. Scans each accounting batch after being approved. Prepares the documents to be scanned, ensuring each document has been uploaded, and files the batch.
3. Checks the online bank account daily for wire transfers for fee-paying students. Downloads and emails notifications to the International Education department, applies all payment details to individual student records and prints receipts in the International Education database.
4. Matches backup with respective cheques and distributes cheques.
5. Enters cheques received by completing a Daily Cash Received form. Receives cheques and cash with supporting documents. Prepares bank deposits by completing appropriate forms and balancing prior to depositing at the bank and data enters receipts.
6. Enters cancelled cheques by deleting/reversing previous entries to ensure a new cheque is not produced.
7. Receives and records school bank reconciliations. Verifies all supporting documents are completed as required. Prepares files and runs reports for school-based audits.
8. Assists with the preparation of PST refunds for Parent Advisory Council (PAC) purchases. Gathers backup documentation and contacts the appropriate PAC for signatures. Updates PAC contact information on a yearly basis.
9. Creates various files and files documentation appropriately. Provides relief for front desk switchboard and reception.

10. Processes department mail by opening, sorting and distributing as appropriate. Provides clerical assistance in departmental projects such as creating fillable PDF forms, spreadsheets and word documents as directed. Organizes office supplies and keeps track of inventory, ordering supplies as needed or requested.
11. Provides relief for accounts payable matching (invoice to packing slips), coding invoices to appropriate GL accounts and following up with vendor statements.
12. Assists with the preparation of tax receipts and documentation for donations received.
13. Performs other assigned comparable duties within the scope of knowledge, skills and abilities required by the position.

REQUIRED KNOWLEDGE, ABILITY AND SKILLS:

1. Successful completion of Grade 12 and general courses or training at the post-secondary level in bookkeeping and office procedures. An equivalent combination of formal education and experience is acceptable.
2. Six months clerical and bookkeeping experience in an office environment.
3. Proficiency with personal computers and a variety of software packages including word processing, spreadsheet, and database applications.
4. 40 wpm keyboarding skills with a high degree of accuracy.
5. Demonstrated ability to communicate effectively and harmoniously with staff, parents, and outside agencies.
6. Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.
7. Ability to complete a high volume of work and handle confidential information with discretion.

JOINT COMMITTEE MEMBER'S SIGNATURES:

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