

## JOB DESCRIPTION

**Position:** School Accounting Clerk

**Position Summary:** Under the supervision of the Administrator, perform bookkeeping/accounting/booking duties.

### POSITION DUTIES

### RESPONSIBILITIES

- |                                       |   |
|---------------------------------------|---|
| 1. Bookkeeping/Accounting             | <ul style="list-style-type: none"> <li>• monitor school/district accounts for accuracy and variances</li> <li>• maintain records of all school financial transactions</li> <li>• prepare bank reconciliations</li> <li>• maintain and reconcile petty cash fund</li> <li>• receive and receipt monies and prepare bank deposits</li> <li>• prepare financial and other reports</li> </ul> |
| 2. Ordering Supplies, Textbooks, etc. | <ul style="list-style-type: none"> <li>• research suppliers, obtain prices and prepare requisitions and purchase orders and receive and verify invoices and the delivery of goods</li> <li>• maintain and monitor the school supplies and equipment inventories</li> </ul>  |
| 3. General Clerical                   | <ul style="list-style-type: none"> <li>• maintain a variety of files and records</li> <li>• communicate with staff, students and others and respond to inquiries and provide general information</li> <li>• maintain confidentiality of information</li> </ul>  |
| 4. Facility Booking                   | <ul style="list-style-type: none"> <li>• coordinate facility bookings</li> <li>• pay crews and prepare invoices</li> </ul>  |
| 5. Communications                     | <ul style="list-style-type: none"> <li>• communicate with staff and others and respond to inquiries and provide general information</li> <li>• maintain confidentiality of information</li> </ul>   |

Other comparable or transient duties which are within the areas of knowledge and skills required by the job description may also be assigned.

### **Qualifications, Fitness and Ability**

Completion of Grade 12 plus Okanagan College accounting courses BAC 11 and BAC 12 or equivalent.

One year's recent successful experience in accounting and clerical duties including a complete accounting cycle.

Proven ability to operate a computer with word processing, database, spreadsheet, communication and accounting applications.

Demonstrated ability to communicate effectively, both orally and in writing with students, employees and the public.