

School District No. 43 (Coquitlam)
CLASS SPECIFICATION
ACCOUNTING SERVICES CLERK

Summary:

The Accounting Services Clerk reports to the Manager of Accounting and performs bookkeeping and accounting functions in the district Finance department, internal reviews, trains and assists school bookkeepers and answers enquiries related to district finance standards and procedures.

Duties:

Operates computerized accounting systems; maintains vendor database; posts and balances general ledger accounts prepares bank reconciliations, batch and enter invoices into computer for cheque runs, balance and run batch balance listing, check for accuracy and run final listing; issues computerized cheques and Electronic Fund Transfers (EFT).

Ensure tax and public body reportable invoices are flagged. Issue travel/program advances and track expenditures; processes commission invoices, refunds and program expenses for International Education students.

Issues manual payroll cheques, payroll deductions, capital project draws and pension cheques; cancels Continuing Ed. textbook refund cheques and issues stop payments.

Run reports and prepare accounts payable data figures for WCB reporting purposes; reviews accuracy of accounts payable data for T4As.

Purchase foreign exchange, bank drafts and postage for the postage machine and/or postage stamps.

Provides training and ongoing support for school accounting systems such as Simply Accounting and other related software; assists in the orientation and training of school bookkeeper and answers enquiries related to district finance standards and procedures including reports, financial statements and general support for quality assurance.

Reviews school books according to district finance standards and procedures; provides written report of observations and recommendation to supervisor; assists in providing data for external audit preparation; provides monthly statements of account for various departments and schools; prepares for approval and posts journal and budget entries; answers questions on the monthly budget status reports.

Contacts various suppliers and school district personnel regarding shipments, discrepancies, invoices, price variations and receiving reports; composes/prepares and types letters and reports.

Prepares tax rebate claims to Canada Revenue Agency for GST/HST (monthly) and PST rebate for PAC purchases (twice yearly).

Downloads daily banking information; cancelled cheques from bank and interfaces into the district system.

Checks and pays mileage claims to district employees; maintains a variety of files, forms, lists, records and maintains a record of holdback accounts for capital projects and ensure accuracy of invoicing.

Performs other related accounting and switchboard and receptionist duties when required; operates office equipment, such as computer, calculators, copier and printer.

REQUIRED KNOWLEDGE AND SKILLS:

Grade 12 including courses in business education subjects, which include the principles and practices of accounting, word processing, spreadsheet and accounting software (e.g. Simply Accounting).

Completion of two years of a post-secondary accounting program leading to a recognized accounting certificate or designation.

Two years directly related work experience, one of which is recent in a school/district accounting position including thorough knowledge of current office procedures, accounting practices and procedures, computer operation and software applications related to work performed such as word processing, spreadsheet and other microcomputer-based software.

Speed and accuracy in making mathematical computations (195 kspm) and keyboarding/typing (40 nwpm).

A valid B.C. Driver's Licence. Business use of personal vehicle required.

RATIFIED BY UNION: 

DATE: June 29, 2010

RATIFIED BY EMPLOYER: 

DATE: June 28, 2010

Accounting Services Clerk

June 2010