

**SCHOOL DISTRICT #27 (CARIBOO-CHILCOTIN)**

**Phone: (778) 799-2692 Email: [iuoepost@sd27.bc.ca](mailto:iuoepost@sd27.bc.ca)**

September 12, 2024

EXTERNAL POSITION

Posting #: S-2024-0155 PERMANENT

Position: ACCOUNTING CLERK II

Location: Administration Building  
12 mos., 35.0 hours/week.

Duration: Effective date to be determined.

Rate of Pay: Level 1: 29.85  
Level 2: 33.16

Threshold Qualifications:

- Completion of one year of accounting courses, or 3 years equivalent experience in accounting
- Experience with Enterprise Resource Program (Atrieve)
- Advanced computer skills with demonstrated understanding of MS office programs, including spreadsheets, databases and word processing applications

Desirable Qualifications:

Duties Include, but are not limited to:

- Monitoring and processing accounts payable invoices for capital, operations and maintenance, transportation and boarding allowances
- Assist with working paper reconciliations
- Assist with invoice entry and timely payment of invoices
- Processing accounts payable cheque run, including maintenance of EFT
- Completing final audit on bi-weekly cheque run
- Processing payroll and accounts receivable interfaces
- Processing purchase card downloading, distribution and reconciliation
- Processing of journal entries
- Ensuring that month end requirements for general ledger balancing are complete
- Manage cash box
- Review school bank reconciliations and provide support as necessary
- Receive payments and issue receipts
- Prepare and complete bank deposits as required
- Assisting with the co-ordination and management of purchase cards
- Generates PO's or orders supplies
- Receives mail and shipments in the office
- Reviews open PO's and assists with closing PO's for the District
- General reception duties
- Processing and distributing various financial reports to schools and budget managers
- Assigning new vendor numbers, reviewing existing numbers and eliminating non-functioning vendor numbers
- Provide training and continue support for school based accounting
- Data entry, scanning and archiving historical information

Fringe benefits are as provided in the current Union Agreement. Union membership is a condition of employment.

New applicants are encouraged to submit a comprehensive resume, including 2 work-related references, via email to [iuoepost@sd27.bc.ca](mailto:iuoepost@sd27.bc.ca).

Alternatively, submissions may also be dropped off or mailed to the following address:

School District 27 Administration Office  
350 2<sup>nd</sup> Avenue North  
Williams Lake, BC V2G 1Z9

**School District No. 27 (Cariboo-Chilcotin) is an equal opportunity employer.**