

School District No. 5 (Southeast Kootenay)

Job Description

Job Title: **Accounting/Payroll Clerk**

JOB SUMMARY:

An employee, who, under the general direction of the Manager of Accounting Services, is hired to perform a multitude of tasks and duties to support the finance department.

QUALIFICATIONS REQUIRED:

1. Grade 12 or equivalent
2. Valid British Columbia Driver's license may be required.
3. Two-year Business Administration Diploma or second level of a recognized professional accounting program, CMA, CGA, or CA, or minimum five years relevant work experience in a similar sized and similar level of complexity work environment
4. Minimum five years' work experience in a computerized accounting environment that includes full-cycle payroll processing experience, accounts payable and accounts receivable, and general ledger account reconciliations.
5. Basic proficiency in the use of Excel spreadsheets and MS Word, and accounting software that includes the use of sub ledgers.

MUST HAVE THE ABILITY TO:

1. Communicate effectively, orally and in writing.
2. Identify and apply a wide range of mathematical and statistical concepts.
3. Be self directed, flexible, and work independently
4. Solve problems related to the position.
5. Follow specific directions in carrying out work in each finance department position and follow pre-established processes and protocols.
6. Maintain confidentiality
7. Work under pressure, e.g. Multi-task and meet deadlines

RESPONSIBILITIES AND DUTIES:

1. Provide assistance to all positions in the Finance Department on an as-needed basis under the direction of the Accounting Services Manager.
2. Provide backup relief for finance department employees on leave including process union and non-union payrolls; process accounts payable; process accounts receivable; other finance department tasks as required on an ad hoc basis.
3. Regular timekeeping, data entry, and payroll preparation assistance to the CUPE Payroll and Benefits Coordinator as required, to meet payroll deadlines
4. Various general ledger account reconciliations as directed by the Accounting Services Manager
5. Filing, data entry, reception relief
6. Other finance department duties as required.

Rate of Pay:

As per CUPE Classification "Accountant"