



Job Title	<b>Accounting Clerk</b>
Department	Finance
Location	School Board Office
Reports to	Secretary Treasurer or Designate

Type of position:	Maximum Hours: 35 / week
<input type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Unionized
<input checked="" type="checkbox"/> Part-time	<input type="checkbox"/> Exempt
<input type="checkbox"/> Temporary or Casual	

## GENERAL DESCRIPTION

Reporting to the Manager of Finance, the Accounting Clerk is a temporary, part-time position that assists in the deployment of the implementation of the new modules within the current SDS system.

This position will support the day to day activities of the Finance Department and in particular, support the Manger of Finance in his/her current role. The incumbent will assist the Manager of Finance in the data entry and day to day data processing as well as the new processes and procedures required to implement the SDS computer modules.

## TYPICAL DUTIES

- Accounts Receivable
- Bank Reconciliations
- Journal Entries
- Account Reconciliations
- GST Remittance
- Assist in implementation of new SDS modules
- Work as a member of a team to ensure timely reporting of data
- Performs other comparable duties as assigned which are within the area of knowledge and
- skills required by the job description.

## ACADEMIC/WORK EXPERIENCE QUALIFICATIONS

- Education: Completion of Grade 12 or equivalent including basic courses in personal computers (word processing, databases, spreadsheets) including Accounting 11 and 12.
- Experience: Over 1 and up to 2 years previous accounting experience in a computerized accounting system plus on-the-job experience.

REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>