



Job Title	Bookkeeper
Department	Finance
Location	Varied – School Based
Reports to	Administrative Officer or other as designated by the Secretary Treasurer

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 Principal/Designate, the Bookkeeper is responsible for administering all school accounting, in accordance with applicable policies and procedures; and working as a member of a team to ensure the timely resolution of general district requirements, using both computerized and manual systems, in accordance with applicable acts, regulations, policies and procedures.

TYPICAL DUTIES

- assists in the administration of school based operating accounts (and assigned district trust funds) by: maintains supply catalogues/order forms; identifies and maintains general supply requirements (i.e. annual and ongoing); receives, obtains clarification as required and consolidates other orders; sources product and price as required; obtains authorization and submits requisitions to purchasing; verifies goods received and distributes or stores; submits receiving report/packing slip to accounts payable; arranges return of incorrect shipments; liaises with accounts payable re adjustments, deletions, cancellations; monitors balances; reviews and reconciles school cost center report (i.e. confirm accuracy of codes); advises principal/designate of required adjustments/changes
- administers school trust fund account by: receives and records cash and cheques (e.g. club accounts, scholarships, course and school fees, lock rentals, fund raising, photocopier usage); issues receipts and makes bank deposit; inputs receipts and disbursements/cleared cheques to computerized trust accounting system (by account name); prepares cheques, signs and obtains co-signature (e.g. scholarships); verifies data accuracy; prepares and processes journal entries as required; prepares monthly bank reconciliation(s); advises account holders of limited balances; prepares cash floats for school functions; maintains and updates the Chart of Accounts for trust funds; submits annual year-end summary; investigate and make recommendations on GIC investments.

- controls and reconciles school Petty Cash fund(s)
- assists with a variety of routine clerical functions such as: telephone and counter enquires; receives and sorts incoming mail, processes outgoing mail, arranges refills and logs postage meter utilization; types and formats routine correspondence; scans daily attendance sheets; retrieves, compiles and/or prepares a variety of school reports; compiles textbook lists and reconciles at year end; maintains a bring forward system.
- operates standard office equipment
- 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, spreadsheets) and Accounting 12 or equivalent.
- Experience: Over 6 months up to and including 1 year previous accounting, general office and on-the-job experience.

REVIEWED BY

Title

APPROVED BY

Title