



Coast Mountains Board of Education School District 82

3211 Kenney Street, Terrace, BC V8G 3E9
Tel. (250) 635-4931 or 1-855-635-4931 • www.cmsd.bc.ca

Job Title	Accounting Assistant 1
Department	Finance
Location	School Based
Reports to	School Administrator

GENERAL DESCRIPTION

Reporting to the school administrator(s), the Accounting Assistant 1 performs accounting and administrative clerical duties to support the financial operations of the school.

TYPICAL DUTIES & RESPONSIBILITIES

- Maintains accounting system for school and board accounts.
- Collects cash and cheques, follows up on NSF cheques and outstanding fees.
- Issues receipts, prepares and makes bank deposits.
- Issues cheques, prepares cash floats, prepares cash statements and bank reconciliations.
- Prepares monthly and year end trial balance, tax reports and account ledgers. Advises manager or principal of changes or issues.
- Monitors school or department budgets. Maintains billing records, prepares invoices, monitors payments and reconciles statements. Maintains supply inventory.
- Performs purchasing functions, contacts suppliers, prepares orders and receives supplies. Verifies orders received to invoices.
- Reconciles monthly budget statements and procurement cards. Prepares departmental budget summaries.
- Maintains and reconciles petty cash account.
- Provides reception relief. Responds to external/internal inquiries.
- Types, photocopies, collates and files materials, correspondence and forms. Performs general clerical duties.

TYPICAL QUALIFICATIONS & SKILLS

- Grade 12.
- Accounting training (equivalent to one year of formal post-secondary education).
- One year experience in accounting, bookkeeping and office administration.

FOR CMSD: Kiran Bath *Title* Director of Human Resources

FOR CUPE: *Title* CUPE JEMC Representative