



# 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 2
Department	Finance
Location	School Board Office
Reports to	Manager of Finance

## GENERAL DESCRIPTION

Reporting to the Manager of Finance, the Accounting Assistant 2 performs accounting duties including accounts payable, accounts receivable, general ledger updates and processing cash receipts and banking.

## TYPICAL DUTIES & RESPONSIBILITIES

- Processes accounts payable transactions ensuring payment in a timely manner and vendor accounts are maintained in good standing.
- Records employee expense reimbursements and payments with information required to meet statutory guidelines.
- Sets up, monitors and reconciles petty cash and travel advances.
- Responds to external/internal inquiries from suppliers and district employees.
- Assesses tax on invoices based on taxation rules.
- Remits monthly payments and prepares general ledger reconciliation for review/approval.
- Calculates and pays holdbacks on capital contracts upon approval for release.
- Prepares holdback general ledger reconciliation for review and approval.
- Processes cash receipts.
- Posts bank reconciliations to accounting system.
- Prepares journal entries and maintains spreadsheets for accruals.
- Performs clerical duties including word processing, filing and photocopying.
- Assists in updating procedures to reflect changes in standard accounting practices and technology.

