



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

Posting No: SS2223 - 179

November 16, 2023

Accounting Assistant 2 School Board Office

Coast Mountains School District 82 gives thanks, and acknowledges with respect, that the lands on which we live, work, learn and play are the traditional territories of the Gitksan, Haisla, Nisga'a and Tsimshian Peoples.

Closing Date:	November 29, 2023 at 4:00 p.m.	Hours:	21 hours per week
Wage:	\$30.67 per hour	Term:	Continuing 11-Month
Allowances:	Not applicable	Start Date:	As soon as possible

Summary:

Performs accounting duties including accounts payable, accounts receivable, general ledger updates and processing cash receipts and banking.

Typical Qualifications and Skills:

- Grade 12
- Accounting diploma (equivalent to two years of formal post secondary education)
- Two years experience in accounting, bookkeeping and office administration

Job Descriptions may be viewed on our website at: cmsd.bc.ca/support-staff-postings/support-staff-job-descriptions

THE BOARD SHALL CONSIDER APPLICANTS IN THE FOLLOWING ORDER:

1. Internal applicants with CUPE Local 2052 regular seniority
2. Casual and Temporary Internal applicants with CUPE Local 2052 secondary seniority
3. Casual Employees without seniority and outside applicants

Applications must be made in writing to:

Human Resources

Email: hr@cmsd.bc.ca

All applicants must comply with the Criminal Records Review Act

Employees who do not meet the required qualifications may only hold the position on a temporary basis in accordance with Article 10.03

Learning Together, Realizing Success for All – Engage, Ignite, Empower