



# 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 - 181

November 20, 2023

## Accounting Assistant 1 Mount Elizabeth Middle/Secondary School

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.

<b>Closing Date:</b>	December 1, 2023 at 4:00 p.m.	<b>Hours:</b>	23.75 hours per week
<b>Wage:</b>	\$30.52 per hour	<b>Term:</b>	Continuing (September – June)
<b>Allowances:</b>	Not applicable	<b>Start Date:</b>	

### Summary:

Performs accounting and administrative clerical duties to support the financial operations of the school or department.

### Typical Qualifications and Skills:

- Grade 12
- Accounting training (equivalent to one year of formal post secondary education)
- One year 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](http://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](mailto:hr@cmsd.bc.ca)

All applicants must comply with the Criminal Records Review Act

This position is employed on dates that students attend regular classes. 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*