

**SCHOOL DISTRICT NO. 63  
(SAANICH)**

**JOB DESCRIPTION**

**CLASSIFICATION**

Clerical

**POSITION**

Senior District Accounts Clerk

**SUMMARY**

Under the limited direction of the Director of Finance, provides a wide variety of accounting and administrative support services including: (1) managing the District's Accounts Receivables, (2) supporting administration of cash and banking for the District, (3) responsibility for training and instructing school secretaries and accounts secretaries on accounting principles, and (4) responsibility for identifying efficiencies and areas for continuous improvement in accounting processes throughout the District. The incumbent must maintain a high level of confidentiality in the performance of all duties.

**DUTIES**

- Manages Accounts Receivable:
  - Maintains an up-to date billing system
  - Generates and sends out invoices
  - Follows up on, collects, and allocates payments
  - Reconciles Accounts Receivable ledger on a monthly basis to ensure all payments are accounted for and properly posted
  - Verifies discrepancies and resolves billing issues
- Prepares weekly bank deposits
- Oversees district banking (procures deposit cards for school staff, arranges banking access and coordinates changes, troubleshoots banking issues for staff throughout the district)
- Prepares complex monthly bank reconciliations for all District bank accounts
- Prepares and posts all standard monthly journal entries (Ministry revenue, International revenue, payroll, etc.)
- Posts journal entries and adjustments as required by the schools
- Accurately posts complex budget entries for the District
- Posts any journal entries required by the Director of Finance
- Prepares wire transfers and bank drafts
- Monitors operating cash balance, and prepares a cash flow statement on a regular basis for the Director of Finance
- Reconciles and prepares quarterly GST returns
- Reconciles and records investment revenue
- Prepares year-end accruals
- Reconciles all asset and revenue accounts at year-end
- Assists the Director of Finance in preparing year-end Financial Statements and preparation of audit working papers
- Posts and reconciles all school fee payments and deposits
- Produces T4As for Accounts Payable
- Produces T4A CRA file for Payroll Manager
- Assists Director of Finance in providing information to other external auditors (GST, PST, WCB)
- Works with the International Program to complete monthly Homestay payments and answer program queries
- Coordinates administration of all lease contracts for the District, including renewals, invoicing, payments, etc.

## **Job No. 103**

- Acts as back up to District Accounts Payable Clerk in administration of integrated expense processing system (updating approval structure, troubleshooting issues that arise)
- Provide clerical assistance with compilation of department and school budgets, forecasting and analysis
- Co-administers the District purchasing card program (approximately 220 cards in the District) specifically issuance of cards and addressing fraudulent use of cards
- Administers the District's Charitable Organization, including record-keeping, preparation of tax receipts, cheques, T4As, and preparation of the T3010 Registered Charities Information Return
- Responds to G/L queries from school and departments and prepares journal entries to correct coding as needed
- Provides recommendations on District accounting procedures and assists in implementation
- Identifies efficiencies and areas for continuous improvement in accounting processes throughout the district.
- Assists Director of Finance with periodic projects to improve district accounting systems.
- Provides training to secretaries, accounts secretaries, and district employees in the use and application of financial systems and processes
- Updates District Dashboard with training material for staff

*\* Performs other comparable duties that are within the area of knowledge and skills required by the job description.*

### **QUALIFICATIONS**

- Grade 12
- Diploma in Accounting
- Four years' related experience in a full cycle accounting environment with preference for public sector experience
- Experience with integrated general ledger systems
- Minimum word processing speed 60 w.p.m.
- Valid B.C. Class 5 Driver's license

*\* Or an equivalent combination of training and experience.*

### **SKILLS**

- Demonstrated ability to organize and prioritize duties, to handle high volumes of work with constantly changing deadlines and constant interruptions
- Demonstrated ability to exercise a high level of professionalism and discretion
- Strong attention to detail and a high level of accuracy when performing tasks
- Advanced knowledge of Microsoft Office
- Ability to work at a computer on a continuous basis (up to 7 hours a day)
- Experience with integrated general ledger systems

### **DATE**

January 2021