

**SCHOOL DISTRICT NO. 63
(SAANICH)****JOB DESCRIPTION****CLASSIFICATION**

Clerical

POSITION

School Accounts

SUMMARY

Under direction of the School Administrator, manages the accounting functions for the school.

DUTIES

- Manages complex accounting for public and non-public fund expenditures
- Maintains communication with school staff and outside agencies regarding funding issues/financial arrangements
- Generates reports and makes recommendations on budget allocations and issues
- Trains staff and students in cash handling processes (e.g. Student Council, grad clothing orders, etc.)
- Prepares invoices, collects fees, posts all POS transactions, online payments, cash and cheques to either fees batches or non-fees batches; balances daily POS tapes and submits balanced batches to SBO
- Assists the Principal with budget information and inputs figures into the District's budget software
- Tracks spending from school accounts and prepares spreadsheets for monthly subject chair meeting
- Enters, checks and produces reports on computer systems
- Prepares and reviews cheque requests, codes invoices, PPOs as well as other accounts payable functions
- Processes and maintains Purchasing Card transactions and Card Holder requests, codes employee statements online and submits completed statements and receipts to the School Board Office in accordance with the published deadlines
- Processes debit and credit card transactions for field trips, Visa renewals, study permit renewals, etc. and posts payments and sends copies of batch report to SIS
- Maintains records and files
- Prepares and makes bank deposits, reconciliation, and journal entries; balances bank deposits to cash/cheque batches
- Monitors and reports on budget information
- Accesses school accounts from the School Board Office via District software
- Maintains and controls petty cash fund(s)
- Types complex documents, reports and correspondence
- Orders and receives office supplies and maintains inventory
- Answers, screens and refers inquiries
- Acts as the key operator for office equipment

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

QUALIFICATIONS

- Grade 12
- Certificate in Accounting or related field or combination of training and experience
- Three years' related experience

- Minimum word processing 40 W.P.M.
- Valid B.C. Class 5 Driver's license

** Or equivalent combination of training and experience.*

DESIRABLE SKILLS

- Knowledge of District policies and procedures

DATE

December 2016