

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

JOB DESCRIPTION

CLASSIFICATION

Clerical

POSITION

School Accounts (Claremont)

SUMMARY

Under direction of the School Administrator, manages all accounting functions for the school and the Ridge Playhouse.

DUTIES

Regular School

- Processes complex accounting for public and non-public fund expenditures
- Researches and analyzes the school's budget needs for upcoming year and makes recommendations in preparation of preliminary and final budgets
- Make recommendations on accounting procedures and budget issues
- Prepares complex budget spreadsheets of school expenditures, by department, maintaining communication by meeting with the School Administrator(s) and department heads providing current budget position
- Prepares and reviews cheque requests and coding of invoices
- Using a computerized accounting program, enters all deposits/transactions to be uploaded to the SBO notifying of any problems with the software
- Enters, checks and produces reports on computer systems (e.g. complex spreadsheets)
- Prepares deposits, reconciliation and journal entries
- Maintains and controls petty cash funds for both public and non-public funds
- Collects and monitors all school and course fees, advising teachers and School Administrators of outstanding unpaid fees
- Orders supplies, books, etc. for departments and individuals, maintaining an accurate record of purchases and updating departmental spreadsheets
- Processes textbook deposit returns, tracks lost/returned textbooks and provides a record for cheques to be issued to parents
- Administers staff/department MasterCard, reconciles monthly online, enters GL codes and GST corrections for each transaction

Playhouse

- Supervises and instructs Ridge Playhouse box office employee(s) and students of accounting procedures with regards to credit and debit card transactions and Ticket Maker computer program transactions
- Manages box office
- Reconciles receipts for all productions using the Ridge Playhouse box office

** 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
- Three years' related experience
- Advanced knowledge of spreadsheet and word processing products, Acorn, and Ticket Maker software
- Working knowledge of Student Information Systems
- Minimum word processing 50 W.P.M.
- Valid B.C. Class 5 Driver's license

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

DESIRABLE SKILLS

- Knowledge of District policies and procedures

DATE

November 2016