

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

**JOB DESCRIPTION**

**CLASSIFICATION**

Clerical

**POSITION**

District Accounts and Payroll  
Clerk

**SUMMARY**

Under the limited direction of the Director of Finance, provides a wide variety of accounting and administrative support services including (1) maintaining District General Ledger, (2) supporting administration of and instructing staff on District financial policies, (3) assisting with preparation of certain financial reporting (4) administering all areas of school district payroll in collaboration with Manager, Finance and Payroll. The incumbent must maintain a high level of confidentiality in the performance of all duties.

**DUTIES**

*Finance-related duties*

- Assists with maintaining the district chart of accounts
- Analyzes unusual transactions and expenditures for schools and departments in the District
- Posts all journal entries required by the Director of Finance, including quarterly and year-end journal entries
- Accurately posts complex budget entries for the District
- Posts journal entries from schools and other departments
- Posts teacher on call recovery journal entries
- Reviews school non-public accounts monthly and advises Director of Finance of significant changes
- Reconciles liability accounts at year-end
- Prepares year-end accruals
- Calculates interest earned by non-public accounts and allocates to the schools accordingly
- Assists with preparation of working papers for the year-end audit
- Assists the Director of Finance with the year-end Statement of Financial Information (Public Bodies) reporting
- Tracks and monitors Professional Development expenditures for Principals
- Provides back-up coverage for Accounts Payable
- Assists the Director of Finance with the budget process, utilizing MyBudgetFile as a District budgeting tool
- Provide clerical assistance with compilation of department and school budgets, forecasting and analysis
- Co-administers the District purchasing card program (approximately 250 cards in the District) including issuance of cards, addressing fraudulent use of cards, compiling and importing monthly card transactions into integrated general ledger system
- Reviews purchasing card transactions for compliance with District policies and reports to Director of Finance
- Provides recommendations on District accounting procedures and assists in implementation

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- Provides assistance to and answers inquiries from school account secretaries
- 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

### *Payroll-related duties*

- Manages biweekly computerized payroll
- Manages payroll records on a daily basis, ensuring information is current, accurate and complete
- Manages benefit records, providing accurate information to employees and benefit carriers
- Monitors employee status changes, including Leaves of Absence, Assignment changes
- Balances payrolls, including analysis of audit reports
- Completes a variety of payroll related documents containing confidential and sensitive information, i.e. Superannuation/ROE's/ICBC/WCB/Lawyers, Family Maintenance Enforcement Act & other Garnishee Orders
- Provides prompt and accurate answers to all payroll inquiries
- Responds to G/L queries from school and departments and prepares journal entries to correct coding as needed
- Updates monthly spreadsheets and assists Payroll Manager with various reconciliations
- Prepares monthly remittances for benefit providers
- Prepares monthly survey information for Statistics Canada
- Assists with preparation of payroll working papers for year-end audit
- Identifies areas for enhancements and improvements of the payroll and benefits system and processes the implementation of these initiatives
- Review payroll procedures, make recommendations and assist in improvements to increase efficiency and cost effectiveness

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

### **QUALIFICATIONS**

- Grade 12
- Payroll Compliance Practitioner Designation
- Diploma in Accounting
- Four years related experience in a full cycle accounting environment with preference for public sector experience
- Advanced knowledge of spreadsheet and word processing packages
- Experience with integrated general ledger systems
- Valid B.C. Class 5 Driver's license

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

### **SKILLS**

- Demonstrated ability to organize and prioritize duties, handle high volumes of work with 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

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- 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