



October 1st, 2024

2024 – 2025 CUPE Posting

To apply please email Hannah Fletcher: hfletcher@sd70.bc.ca. Applications will be accepted in priority order until **Tuesday, October 8, 2024, at 9:00 am** for the following positions:

C 2025	Hrs/Wk	#	Position	Location	Rate	Duration	Start Date M-D-Y	End Date M-D-Y	Reason / Replacing/ Qualifications
43	38.25	1	Accountant/ Benefits Clerk	Board Office	\$40.89	Regular Continuing	TBD		Please see attached Job Description
44	30.0	1	Indigenous Support Worker	Alberni Elementary School	\$33.87	Temp (10 mth) TROE	10-09-2024	06-27-2025	K. Gus

Awarded

C 2025	Hrs/Wk	#	Position	Location	Rate	Duration	Start Date M-D-Y	End Date M-D-Y	Awarded
15	35.0	1	Integrated Child and Youth Peer Support Worker	Eighth Avenue Learning Centre	\$36.64	Regular Continuing	10-07-2024		K. Ralph

* Please Note: Letter of Understanding states that an employee wishing to return before the posted end date must give two weeks' notice of return date. TROE = Till Return of Employee or end date whichever is first.

PACIFIC RIM SCHOOL DISTRICT JOB DESCRIPTION

Title: Accountant/Benefits Clerk
Section: Board Office
Reports To: Controller
Date: September 2024

Summary

The Accountant/Benefits Clerk is responsible for district benefits administration as well as supporting the Controller with accounts payable and accounts receivable functions and assisting with month-end and year-end duties.

Typical duties

1. Supports the Controller for month end and year end duties and prepares accounting related reports for internal and external reporting.
2. Prepares and maintains payroll documents and reports including pension and WorkSafe BC reports, records of employment, income tax statements and Service Canada Summaries.
3. Manages employee benefit eligibility and coverage, reconciles carrier invoices with payroll and processes carrier billings for payment.
4. Performs reconciliations for payroll accounts and general ledger accounts, including the preparation of journal entries and maintaining payroll General Leger accounts.
5. Assists in updating procedures to reflect changes in accounting practices for payroll.
6. Remits monthly payments and prepares general ledger reconciliations for review/approval.
7. Assists with resolving taxation issues including the completion of tax reports.
8. Assists with year-end audit. Responds to requests from the external auditor.
9. Monitors payroll and departmental accounting to ensure compliance with the budget, policy, legislation, employee contracts and collective agreements.
10. Performs other duties as assigned.

Typical Qualifications and Skills

1. Completion of Grade 12
2. Bachelor's degree in accounting or business administration. Working towards a CPA designation is an asset.
3. Payroll Compliance Practitioner of the Canadian Payroll Association certificate or willingness to apply to the program.
4. Four years' experience in a related field.