

SCHOOL DISTRICT 70 PACIFIC RIM JOB DESCRIPTION

TITLE: Payroll/Accounting Clerk
SECTION: Clerical
REPORTS TO: Controller
DATE: April 2024

SUMMARY

The Payroll/Accounting Clerk is responsible for supporting the Senior Accounts Clerk and the Payroll Clerks while maintaining the front desk responsibilities. This includes being the backup for District Payrolls when required using a computerized system, as well as being backup for Dispatch and The Senior Accounts Clerk. Day-to-day duties will include performing Accounts Receivable duties, answering district phone calls and performing general front desk duties such as preparing the mail, answering phone calls, and emails from the public. The Payroll/ Accounting Clerk must use their initiative to resolve day -to -day issues in payroll and monthly accounting tasks. They must also ensure that all tasks are completed in compliance with Government requirements, Collective Agreements, and School District Policies.

DUTIES

1. Provide telephone and personal reception services for the school board office. Receive and distribute internal and external incoming and outgoing mail. Maintain inventory of school district forms, order and maintain supply and copy room.
2. Provide clerical support for Bamfield Community School.
3. Provide backup for the Senior Accounts Clerk and Dispatch (starting at 6:00 a.m.) for assigned substitute employees and input data for the Attendance Tracking System.
4. Match invoices with Purchase orders, input data, and maintain files at the Board Office.
5. Perform backup duties for payroll clerks as assigned.
6. Process Accounts Receivable, including preparing invoices and maintaining accurate receivable records.
7. Liaise with Senior Accounts Clerk regarding Accounts Payable/Receivable records.
8. Post journal entries and assist with year-end procedures.
9. Assist in the Maintenance of the finance department's records and files.
10. Be responsible for the day-to-day operation of the financial accounting system including entering accounts payable invoices and processing receipts for payments and donations.
11. Perform other job-related duties as assigned.

QUALIFICATIONS

1. Grade 12 graduation
2. Minimum 2 years of payroll experience.
3. One-year clerical diploma/training.
4. Payroll courses or equivalent work experience
5. Accounting specific courses or the equivalent to 2 years Post Secondary education in Accounting or Business Administration. (Preference given to individuals with a National Payroll Institute Membership and students enrolled in the Chartered Professional Accountant program).
6. Demonstrated keyboarding speed of 50 wpm.
7. Ability to learn new office computer software with minimal instruction and keep up with current changes.
8. Ability to operate computers and relevant office equipment.
9. Expert knowledge of Excel and Word processing software (MS Office)
10. Demonstrated excellent organizational, interpersonal, and communication skills. Ability and aptitude to work with a high volume of data with precision, skill, and accuracy within established deadlines.
11. 2 years experience working with the accounting cycle including Accounts Receivable, Accounts Payable, GST, and Receiver General reporting.
12. Experience in greeting the public in person, over the phone as well as dealing with questions, requests, and sensitive information.