

## Human Resources • Memo

**REVISED**  
(Posting Closing Date)

**Date:** March 18, 2021

**To:** All Members  
The Canadian Union of Public Employees, Local 723

**From:** Director, Human Resources

**Subject:** **POSTING NO. 21-15 – Senior Accounts Clerk**

Applications are invited for the position of Senior Accounts Clerk at the School Board Office, for 35 hours per week, 12 months per year, effective as soon as possible after the posting closes. This position reports to the Assistant Secretary-Treasurer.

**Required Qualifications:**

The successful candidate will have:

1. three years current experience with computerized accounting systems, preferably within a school/school district environment; including knowledge of current school district accounting procedures;
2. successful completion of a diploma or certificate program (approximately 700 to 1100 hours of instruction) at a recognized post-secondary institution in an accounting program; OR an equivalent combination of education and experience;
3. demonstrated knowledge and proficiency with Microsoft Office;
4. demonstrated knowledge and proficiency with accounts receivable/payable;
5. demonstrated knowledge of payroll procedures and benefits administration would be an asset;
6. the ability and experience to handle a high level of confidentiality;
7. the ability to establish and maintain an effective working relationship with district staff and the general public;
8. proficiency in both oral and written communication;
9. a minimum typing speed of 45 words per minute;
10. excellent organization skills, including the ability to prioritize workloads, multi-task, enter data accurately and efficiently, meet deadlines, and work independently;
11. superior attention to detail, reconciliation, analytical, and problem-solving skills with a solid understanding of basic bookkeeping and proven accounting skills; and
12. experience working with collective agreements would be an asset.

**Duties will include but are not limited to:**

1. oversee all facets related to accounts receivable and invoicing functions;
2. oversee all facets related to the booking of school district facilities;

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3. oversee all facets related to purchase order processing;
4. responsible for tracking, reconciling, and processing invoices for the international student program;
5. responsible for overseeing school purchase cards; confirms adherence to cardholder agreements; identifies conflict/potential problems; and consults/resolves with applicable supervisor;
6. responsible for other accounts payable duties including posting daily invoices; identifying and resolving coding discrepancies; and processing payments and reconciling vendor statements;
7. responsible for providing support to staff payroll functions and all related duties, as required;
8. responsible for completing and filing year-end tax forms for payments issued to contractors and other individuals;
9. provide financial management support and training to secretaries relating to purchase card program, facilities bookings, and invoicing procedures; and
10. assists with other duties in the Business Services department as required.

**Applications should include the following information:**

1. resume;
2. covering letter indicating why you are seeking this position;
3. three professional references;
4. a copy of Grade 12 certificate or equivalent; and
5. a copy of a 1-year diploma/certificate in an accounting program, as well as any other related post-secondary certificates of achievement.

The minimum rate of pay for this position is \$28.43 per hour, in accordance with the current Collective Agreement with the Canadian Union of Public Employees, Local 723.

Applications will be accepted until 4:00 p.m., **April 6, 2021.**

Please apply online at Make a Future:

[www.makeafuture.ca/campbell-river](http://www.makeafuture.ca/campbell-river)

In the event of challenges with the Make a Future website, candidates may contact Make a Future directly for assistance at **1-877-900-5627** or, **1-866-806-6851.**

***We thank all applicants for their interest and advise that only those applicants selected for further discussion will be contacted or acknowledged. The successful candidate(s) will be required to complete a criminal record check.***

c: K. Patrick, Secretary-Treasurer  
R. MacNeil, Assistant Secretary-Treasurer  
CUPE, Local 723  
Payroll & Benefits Supervisor  
Payroll

