

SCHOOL DISTRICT NO. 62 (SOOKE)

TITLE: CLERK ACCOUNTS – BELMONT, EDWARD MILNE, ROYAL BAY AND INTERNATIONAL EDUCATION

QUALIFICATIONS:

1. Secondary school graduation or equivalent supplemented by courses in bookkeeping, accounting, excel and work processing in a computerized environment.
2. Minimum 2 years office experience with bookkeeping/accounting experience.
3. Ability to type 50 words per minute minimum.
4. Demonstrated ability to effectively report account information.
5. Working knowledge of modern office practices.
6. Accountable for care, accuracy and attention to detail in all aspects of work.
7. Ability to get along well with people, and to use tact and diplomacy.
8. Ability to operate under pressure.
9. Ability in exercising discretion and respects and confidentiality of all discussions with staff and all matters related to this position.
10. Good interpersonal communication skills.
11. Ability to work with a minimum of supervision.
12. Demonstrated ability to set priorities.

RESPONSIBLE TO: Administrator

SUPERVISES: As assigned.

JOB GOAL: To assist in the administration of the district's business affairs so as to provide the maximum educational services for the financial resources available.

PERFORMANCE RESPONSIBILITIES:

1. Receives money as required, issues receipts for same and makes required bank deposits.
2. Maintains records of school expenditures and revenues.
3. Types and processes purchase orders, requisitions, checks invoices and supplies when received, and notifies supervisor of any discrepancies.
4. Reconciles bank accounts, capital work orders each month.

TITLE: CLERK ACCOUNTS – BELMONT, EDWARD MILNE, ROYAL BAY AND INTERNATIONAL EDUCATION

Page 2

5. Checks work sheets each week, separates capital projects, overtime, etc. and prepares reports on same as required.
6. Schedules use of school facilities, types and issues permits as required.
7. Maintains and controls petty cash fund for school.
8. Assists administration in the preparation of the school budget.
9. Maintains school inventory of equipment and supplies.
10. Files correspondence, requisitions, memos, etc. as required.
11. Attends meetings as required by administration.
12. Makes and receives phone calls as required.
13. Respects the confidentiality of correspondence and discussions.
14. Performs related office duties as assigned.
15. Acts as receptionist as required.

TERMS OF EMPLOYMENT: Twelve-month year, depending upon place of employment.

EVALUATION

DATE: February 17, 2017

JOB TITLE: Clerk Accounts – Belmont, EMCS, RBSS,
International Educaiton

	Factor	Degree	Points	Substantiating Data
1.	Knowledge	5	75	High school Grade 12 graduation plus an additional program(s) of over one and up to two years or equivalent.
2.	Experience	6	90	Three years and over.
3.	Judgement	4	40	The job requires that changes be recommended to established methods or procedures. Work involves a choice of methods or procedures or sequence of operation.
4.	Concentration	4	40	Almost continuous periods of intermediate duration; OR Frequent periods of long duration.
5.	Physical Activity	2	12	Light activity of intermediate duration; OR Medium activity of short duration.
6.	Dexterity	5	30	Job requires tasks that demand coordination of fine movements, where speed is a major consideration.
7.	Accountability	4	40	Could result in serious loss of time. Significant embarrassment within the organization and have limited impact on its public image.
8.	Safety of Others	2	16	Some degree of care required to prevent injury or harm to others.
9.	Interpersonal Skills	5	50	Tact, diplomacy and human relations skills are required for frequent contacts of a difficult, specialized or sensitive nature for such purposes as influencing, persuading or securing the co-operation of others.
10.	Disagreeable Conditions	2	20	Minor conditions with occasional exposure; OR Major conditions with little exposure.
	TOTAL POINTS		413	

**TITLE: CLERK ACCOUNTS – BELMONT, EDWARD MILNE, ROYAL BAY AND INTERNATIONAL
Page 4 EDUCATION**

On behalf of C.U.P.E., Local 459

On behalf of School District No. 62 (Sooke)

Date Signed: _____

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