

## Human Resources • Memo

**Date:** July 15, 2021

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

**From:** Director, Human Resources

**Subject:** **POSTING NO. 21-61 – Senior Accounts Clerk (Accounts Payable)**

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 recruitment process.

Reporting to the Assistant Secretary-Treasurer, the Senior Accounts Clerk performs a variety of accounting functions in the Business Services Department in accordance with applicable regulations, policies and procedures, using a computerized accounting system; trains and assists school Administrative Assistants; and responds to enquiries related to school district finance procedures.

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

1. responsible for all facets related to the district accounts payable (AP) function;
2. ensures timely and accurate processing of AP invoices including coding, data entry, matching of invoices to purchase orders, and confirmation of receipt of goods;
3. establishes and maintains accurate vendor master files, reconciles monthly statements, and prepares related vendor correspondence;
4. processes employee travel/expense claims, confirming accuracy, authorization and appropriateness; consults with applicable supervisor to resolve any issues;
5. generates, reviews and verifies accuracy of various AP reports and batches; prepares cheques and electronic direct deposits, obtains appropriate approvals, maintains the batch sequence log for cheques issued, and ensures all numbers are accounted for;
6. processes applications and payment of boarding and transportation allowances;
7. prepares receipts for cash and cheques received, assigns account codes, inputs, and files documents;
8. prepares and processes journal entries as necessary;
9. receives trust fund and bank reconciliations from school Administrative Assistants, confirms adherence to procedures, liaises with schools to obtain outstanding data and/or provides procedural support as required;
10. provides training and support to school and department Administrative Assistants as required;
11. compiles, inputs, and extracts data into various spreadsheet and report formats;
12. assists with processing of working papers for general ledger accounts and provides data for external audit preparation;
13. prepares monthly Finance Warrant; quarterly GST and PST returns, self-assessing PST on AP invoices where necessary; and
14. assists with other duties in the Business Services department as required.

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**Required Qualifications:**

1. 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;
2. three years current experience processing accounts payable/receivable;
3. demonstrated knowledge and proficiency with processing high volume accounts payable/receivable, and an intermediate to advanced knowledge of bookkeeping and general ledger procedures;
4. advanced knowledge of relevant software programs (Excel, Word, Outlook), and experience with enterprise software systems (CIMS would be an asset);
5. the ability and experience to handle a high level of confidentiality;
6. the ability to work as a team member and establish and maintain effective working relationships with district staff and the general public;
7. demonstrated excellence in written, verbal and active listening communication skills;
8. strong attention to detail, accurate data entry and proofing skills;
9. excellent organizational skills, including the ability to prioritize workloads, meet deadlines, and work independently;
10. superior math, reconciliation, analytical and problem-solving skills.

**Only applications with the following documentation will be considered:**

1. School District 72 (Campbell River) Application For Employment - Non-Teaching—available on the school district website;  
(resumes may also be attached to the application)
2. covering letter indicating why you are seeking this position;
3. three letters of work-related references;
4. a copy of Grade 12 certificate or equivalent; and
5. a copy of a 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 \$29.00 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., **August 3, 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: R. MacNeil, Assistant Secretary-Treasurer  
CUPE, Local 723  
Payroll & Benefits Supervisor  
Payroll

