



Accounts Clerk - Schools

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OVERVIEW

Under the supervision of the Principal, the Accounts Clerk- Schools is responsible for maintaining accurate financial records and transactions, maintaining school bank accounts, monitoring the budget, and processing public and non-public fund purchases and payments at the school level.

POSITION DESCRIPTION ACCOUNTS CLERK – SCHOOLS

AC-S - 1

Sets up and maintains financial records for public and non-public funds using computer accounting systems in accordance with District regulations, policies and procedures and following Generally Accepted Accounting Principles (GAAP)

AC-S - 2

Verifies public and non-public account transactions ensuring that actions are appropriate, properly coded and have the required supporting documentation to meet District and Government accounting requirements and reporting deadlines

AC-S - 3

Administers school bank account(s) which includes receiving funds, issuing receipts and cheques, preparing and submitting bank deposits and reconciling month-end reports

AC-S - 4

Researches and resolves accounting discrepancies concerning invoices, petty cash, purchase orders, Teacher on Call suspense accounts, school accounts receivable and other related transactions

AC-S - 5

Compiles historical school budget information and spending proposals from school staff for discussion with the Principal and school finance committee; prepares spreadsheets to allocate the annual school budget provided by the District ensuring that school-based administration budget requirements are met and that funds are allocated to meet on-going and newly identified needs; submits final budget distribution to Financial Services once authorized by the Principal/School Finance Committee

AC-S - 6

Compiles previous expenditure information, identifies budget shortages or surpluses, and provides budget reports to school staff as needed

AC-S - 7

Prepares, processes and files all school non-public fund records, including bank reconciliations and month end reports ensuring accounts are balanced and signed off in accordance with non-public fund regulations

AC-S - 8

Receives purchase requests from staff and reviews for budget availability; selects vendor or accesses established District contracts on goods, as appropriate, and initiates and authorizes on-line purchase requisitions as delegated by the Principal using appropriate payment methods as outlined in established policies regulations and procedures

AC-S - 9

Receives goods, checks invoices and purchase orders for direct shipments and ensures the accuracy and condition of orders; resolves shipping problems and invoicing and receiving discrepancies by liaison with vendors, the Purchasing Department, school departments and end users for direct ship purchase orders

AC-S - 10

Communicates financial and purchasing policies, procedures and guidelines to school staff and provides guidance on individual transactions, receiving direction from the Financial Services and Purchasing Departments as needed

AC-S - 11

Coordinates purchasing cards for the site; creates and maintains a filing system for the record keeping for all school cardholders; allocates the appropriate General Ledger account to card transactions by the appointed cut off date; ensures that all purchases are within district guidelines; reconciles monthly statements for all school card holders and forwards to Financial Services

AC-S - 12

Orders and maintains inventory for all school supplies

AC-S - 13

Sets up and maintains a spreadsheet to record individual students' financial activity relating to text book deposits, lost/damaged books, locks, graduation costs and special classroom supplies; follows-up on NSF cheques; and composes related correspondence

AC-S - 14

Coaches and provides guidance to students (i.e. members of the student council and leadership group) in accounting procedures and spending practices

AC-S - 15

Provides information to District staff, students, parents, vendors and the public by telephone or in person

AC-S - 16

Assists with the organization of school activities such as fairs, concerts, sports events, dances, and graduation ceremonies by providing purchasing and financial support

AC-S - 17

Assists with student supervision in the occasional, temporary absence of the teacher or principal

AC-S - 18

Provides assistance to students and notifies parents of injury or illness; performs assigned duties during fire/earthquake drills and crisis situations

AC-S - 19

Moves and lifts office supplies up to 18 kg (40 lbs.) on an occasional basis

AC-S - 20

Performs other assigned comparable or transient duties which are within the area of knowledge and skills required by this job description

**QUALIFICATIONS FORM
ACCOUNTS CLERK – SCHOOLS**

EDUCATION	TECHNICAL REQUIREMENTS Grade 12 or equivalent and, Financial Accounting 1 or equivalent, Business Math and Business Writing courses. (Must have demonstrated bookkeeping competency by passing a related District test)
EXPERIENCE	TECHNICAL REQUIREMENTS Two (2) years specific financial accounting experience
KNOWLEDGE	TECHNICAL REQUIREMENTS Broad knowledge of computerized accounting, spreadsheet, database management and word processing applications Broad knowledge of Generally Accepted Accounting Principles (GAAP) Broad knowledge of District policies and regulations and legislative requirements that impact area of responsibility Broad knowledge of office procedures, business and communication skills JOB SPECIFIC REQUIREMENTS (when required) Knowledge of the principles of fund raising, charitable and gaming accounting
SKILLS AND ABILITIES	TECHNICAL REQUIREMENTS Keyboarding at 50 W.P.M. or data entry equivalency Mathematical ability to perform job related calculations Use appropriate measures to ensure the safety of cash INTERPERSONAL REQUIREMENTS Ability to maintain confidentiality of sensitive information seen or heard

	<p>Effective written and oral communication skills and the ability to request and convey information in a diplomatic manner</p> <p>Ability to work independently with minimal supervision</p> <p><i>PROBLEM SOLVING REQUIREMENTS</i></p> <p>Ability to organize and prioritize high volume of work, often under the pressure of multiple demands, deadlines and constant interruptions while maintaining close attention to detail and accuracy</p> <p>Ability to interpret and apply appropriate financial and administrative methods, procedures and policies</p> <p>Ability to think analytically to interpret and resolve accounting discrepancies</p> <p>Ability to apply conflict resolution skills</p> <p>Ability to work in a team/school setting</p> <p>Ability to give advice, guidance, instructions and directions</p> <p>Ability to document, summarize and interpret information</p>
<p>WORKING CONDITIONS</p>	<p><i>OCCUPATIONAL REQUIREMENTS</i></p> <p>Sufficient vision and hearing to perform related job duties</p> <p>Able to perform related physical and mental activities</p> <p>Able to lift up to 18 kg (40 lbs) on an occasional basis and operate related equipment</p>

Reviewed and Updated April 2011