



## **ACCOUNTS CLERK - SCHOOLS**

### **TEMPORARY / ON-CALL**

The Greater Victoria School District provides public educational services to over 20,000 students in the Greater Victoria Area, encompassing six municipalities. To provide this service, the District has a current operating budget of \$184 million and employs approximately 3,000 staff; which includes, teachers, principals and vice-principals, support staff, psychologists, speech and language pathologists and exempt managerial staff.

Accounts Clerk - Schools is an entry level opportunity to start a career with the Greater Victoria School District. The position is on-call, filling temporary assignments that may last from a few days to a few months. The temporary assignments and other vacancies within the School District could ultimately lead to a permanent position.

Accounts Clerk - Schools performs a variety of routine and non-routine accounting functions in support of the school administrative team. Responsibilities include accounts payable, accounts receivable, monitoring school budgets, reconciling bank accounts, maintaining accurate financial records and allocating purchasing card expenses. The Accounts Clerk - Schools must be able to perform these and other duties while working in a busy school office environment with constant interruptions; yet still meeting the needs of students, parents and teachers.

The successful candidate must have Grade 12 or equivalent and completion of Financial Accounting 1 or equivalent, plus two (2) years specific financial accounting experience in a large automated financial department. A basic knowledge of fund accounting is required and experience with computerized accounting programs, Microsoft Word and Excel spreadsheet applications would be an asset. Short listed candidates will be required to take the District correspondence and bookkeeping test.

This position falls under the CUPE collective agreement at a pay rate of \$22.48 per hour plus 11% in lieu of benefits.

For a complete job description, please [click here](#).

To apply, please send your cover letter, resume, proof of qualifications and references to:

Greater Victoria School District No.61  
Human Resource Services Department  
556 Boleskine Road, Victoria, BC V8Z 1E8  
Or Fax: 25-475-4113 / Email: [hrs@sd61.bc.ca](mailto:hrs@sd61.bc.ca)

School District 61 thanks all applicants for their interest, however, only those selected for interviews will be contacted.