



# RECONCILIATION ACCOUNTANT

## (Subject to Internal Staffing Process)

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.

The Greater Victoria School District No. 61 is seeking a Reconciliation Accountant to provide technical and operational support for the Accounts Department in Financial Services.

The Reconciliation Accountant is responsible for reconciling asset and liability accounts on a monthly basis; initiating and preparing journal entries; preparing monthly cheque requisitions; ensuring statutory payment related deadlines are met; preparing schedules necessary to assist in completing various financial reports; and providing support to school staff engaged in general accounting activities.

The successful applicant will have a 2-year accounting diploma and be enrolled in either the CPA Professional Education Program or the CPA Advanced Certificate in Accounting and Finance Program. Broad experience reconciling financial balance sheet accounts and analyzing budget data; understanding of generally accepted accounting principles; advanced proficiency with Excel spreadsheets, word processing applications and database management systems; and working knowledge of automated accounting systems (preferably Atrieve) is required. Minimum two (2) years of specific experience in a financial department of a large organization, preferably within a school district, is required.

This position falls within the CUPE Collective Agreement at a starting pay rate of \$28.45 per hour based on a 35 hour work week plus a comprehensive benefits package.

Applicants, please submit the following documentation:

- Letter of Introduction
- Résumé
- Three (3) professional references

Greater Victoria School District No.61  
Human Resource Services Department  
556 Boleskine Road, Victoria, BC V8Z 1E8

Or Fax: 25-475-4113 / Email: [hrrs@sd61.bc.ca](mailto:hrrs@sd61.bc.ca)

Deadline: **Friday, November 30, 2018 @ 4:00 p.m.**

*Please note: The District thanks all applicants but only those selected for an interview will be contacted.*