

**SCHOOL DISTRICT No. 64 (Gulf Islands)**  
**Job Description**  
**Accounting Assistant**

**SUMMARY**

Under direction, performs accounting duties for assigned departments using accounting and office administration software.

**DUTIES**

- Ensures all data is authorized for payment and coded to appropriate accounts
- Collates and inputs data; checks audit rails and maintains integrity of financial records. Reconciles district purchasing card accounts
- Maintains purchase order system
- Prepares receipts and bank deposits
- Checks petty cash reports, expense claims and advances
- Responds to account inquiries from suppliers and district personnel
- Prepares invoices as required
- Prepares and submits reports as required
- Prepares routine correspondence; signs when authorized
- Cross trains with Accountant General for select critical duties
- Performs other assigned comparable duties within the area of knowledge and skills required by the job description

**QUALIFICATIONS**

- Grade 12
- Post-secondary diploma in Accounting. Minimum two (2) years.
- Working knowledge of accounting and office administration software
- Four (4) years' experience in related work
- Documented evidence of exemplary interpersonal skills and ability to work independently and as a member of a team

Or equivalent combination of training and experience

**RELATIONSHIPS**

- Responsible to Director of Facilities and Transportation

**APPROVED**

On behalf of:  
School District No. 64 (Gulf Islands)

*Original signed by:*

Rod Scotvold  
Secretary Treasurer

November 4, 2014

On behalf of:  
CUPE Local 788

*Original signed by:*

Larry Melious  
President

November 4, 2014

**Classification: Clerical V**

JJEC approved date: October 30, 2014  
JJEC housekeeping: November 14, 2019