

SCHOOL DISTRICT NO. 53 (Okanagan Similkameen)

POSITION VACANCY

November 7, 2017

This posting is for internal applicants only (i.e. those with seniority).

POSTING NO. C71-2017/18

PAYROLL ASSISTANT

5 hours per week – temporary

ACCOUNTS PAYABLE CLERK

23 hours per week – temporary

Commencing December 13, 2017 to April 3, 2018
or return of incumbent
not to exceed June 29, 2018

LOCATION:

School Board Office

CLOSING DATE:

November 15, 2017 at 3:00 pm

It is the **responsibility of the applicant** to ensure their application is received at the School Board Office by the closing date.

WAGE:

Job 228 - pay grade G per Collective Agreement
Job 239 – pay grade E per Collective Agreement

**DUTIES AND
REQUIRED QUALIFICATIONS:**

Per attached job description

Please forward application to:

S. Trower, Manager of Human Resources
School District No. 53 (Okanagan Similkameen)
email to employment@sd53.bc.ca **OR** fax 250-498-4070

NOTE: If you are applying for a position that is different from the one you currently hold, you are required to include a point form list which demonstrates how your skills and experience correspond to each of the listed qualifications. Failure to show how you meet each of the qualifications will result in your application not being considered.

School District No. 53 (Okanagan Similkameen)
Job Description

JOB TITLE: PAYROLL ASSISTANT

JOB NUMBER: 228

RESPONSIBLE TO: Secretary Treasurer

JOB SUMMARY: Under the supervision of the manager of human resources, the payroll assistant processes complex payrolls and maintains benefits.

ILLUSTRATIVE EXAMPLES OF JOB DUTIES AND RESPONSIBILITIES:

1. collect, verify, maintain, and file payroll and benefit information and supporting documents;
2. process, monitor, maintain, and reconcile payrolls and benefits;
3. respond to enquiries and provide front office coverage;
4. prepare reports, forms, spreadsheets and correspondence;
5. prepare, balance, and submit remittances, T4's, ROE's, and pension reports;
6. ensure deadlines are met;
7. keep current by participating in job-related training and staff development;
8. communicate positively and effectively, and interact as a collaborative and consultative team member;
9. understand and act in accordance with school and district policies and procedures, district Health & Safety Manual, WorkSafeBC regulations, and payroll legislation;
10. maintain confidentiality; and
11. other duties as assigned.

REQUIRED QUALIFICATIONS:

1. grade 12 plus six months post-secondary education in payroll administration;
2. one year continuous unionized payroll/benefit administration experience in an integrated multi-platform system, obtained within the last three years;
3. demonstrated ability to keyboard accurately at 40 wpm;
4. demonstrated knowledge of payroll legislation, accounting principles and procedures, and software including word processing, spreadsheets and databases;
5. demonstrated ability to work as part of a team;
6. effective communication skills in verbal, written and electronic format;
7. strong problem-solving and organizational skills; and
8. physical ability to perform all aspects of the position.

School District No. 53 (Okanagan Similkameen)
Job Description

Job Title: ACCOUNTING CLERK

Job Number: 239

Responsible to: Secretary Treasurer or Designate

Job Summary: Under the supervision of the secretary treasurer or designate, the accounting clerk provides support for school district accounting.

ILLUSTRATIVE EXAMPLES OF JOB DUTIES AND RESPONSIBILITIES:

1. verify approved invoices, reconcile to purchase orders and vendor statements, process and reconcile accounts payable, and generate and distribute cheques;
2. provide support to school secretaries for bookkeeping inquiries;
3. verify, reconcile, and process VISA, expense claims, and QPVs;
4. close district and trust fund month ends including assisting secretaries with month end procedures;
5. reconcile bank statements and balance to general ledger;
6. verify and process invoices for accounts receivable;
7. create journal entries and post after approval;
8. operate office equipment and software to create/maintain correspondence, spreadsheets, databases, and reports;
9. prepare, process, distribute, file and maintain invoices, correspondence, records, reports, and forms;
10. front office coverage such as take/relay messages, direct enquiries, create purchase orders, complete bank deposits, and accounts receivable;
11. send, receive, sort and distribute mail;
12. ensure daily backup is complete;
13. keep current by participating in job-related training and staff development;
14. communicate positively and effectively, and interact as a collaborative and consultative team member;
15. understand and act in accordance with school and district policies and procedures, district Health & Safety Manual and WorkSafeBC regulations;
16. maintain confidentiality; and
17. other duties as assigned.

REQUIRED QUALIFICATIONS:

1. grade 12 plus post-secondary education in accounting and relevant computer technology;
2. six months relevant bookkeeping experience obtained within the last two years;
3. demonstrated ability to keyboard accurately at 40 wpm;
4. demonstrated knowledge of accounting principles and procedures, and software including word processing, spreadsheets, and databases;
5. demonstrated ability to work as part of a team;
6. effective communication skills in verbal, written and electronic format;
7. strong interpersonal skills; and
8. physical ability to perform all aspects of the position.

Rev July 2015

Note: Clear criminal record checks are required prior to employment with the district.