



**School District #54 (Bulkley Valley)**  
**JOB DESCRIPTION**  
**ACCOUNTS PAYABLE CLERK/RECEPTIONIST**  
Location: School Board Office

**SUMMARY:**

Reporting to the Assistant Secretary Treasurer, the Accounts Payable Clerk performs all functions pertaining to School Board office reception, School District purchasing, accounts payable, and general accounting. Duties will be assigned and will vary dependent upon position.

**DUTIES:**

- Processes purchase orders, invoices, reimbursement forms, GST and maintains files
- Processes and distributes cheques and prints reports as required
- Assists with the reconciliation of the general bank accounts and District records
- Reception at front desk including: questions and concerns from employees, governing bodies, suppliers and the public and explains and interprets District policies and regulations
- Maintains vendor master records regarding supplier and employees
- Ability to be self-motivated, self-directed and flexible, with good organization and planning skills
- Distributes receipts for all monies received and delivers bank deposits
- Contacts individuals and groups regarding overdue accounts
- Monthly Teacher on Call and Transportation Assistance data entry and reconciliation
- Responsible for accounting weekly backups and assists with month end procedures as required
- Organizes School Board office supplies
- Updates master forms for Accounting and Human Resources, if necessary
- Receives daily mail from Post Office/Courier Service
- Communicates effectively using courtesy, tact and discretion with school staff, students and parents in the explanation and clarification of information
- Maintains the confidentiality of information seen or heard
- Works as a team member to manage the total office workload and develop and streamline procedures
- May be required to perform other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this class specification

**QUALIFICATIONS:**

- Completion of Grade 12 (Dogwood Certificate)
- Completion of the second year of a recognized accounting program or equivalent training
- Minimum of two years of current relevant experience in an accounting department
- Experience in the preparation of a computer directed accounting system (SDS)
- A working knowledge of word processing and advanced knowledge of database management and spreadsheet programs (e.g. Microsoft Office/SDS)
- Knowledge of the rules and regulations regarding GST and PST rebates
- Keyboarding skills of 55 words per minute and proficiency and speed in the use of calculators and a good aptitude for figures
- Demonstrated ability to use initiative to determine, judge and select appropriate course of action
- Familiarity with Workers' Compensation Board (WCB) safety procedures
- Valid Class 5 – BC Driver's Licence and an exemplary driving record as demonstrated by a current drivers' abstract
- Physical ability to perform the required duties

**N.B.** This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation

Agreed to:

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CUPE Job Description Committee

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CUPE Job Description Committee

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Secretary Treasurer