

SCHOOL DISTRICT #27 (CARIBOO-CHILCOTIN)

Phone: (778) 799-2692 Email: info@sd27.bc.ca

July 6, 2026

EXTERNAL POSITION

Posting: S-2026-0076 TEMPORARY

Position: SECONDARY ACCOUNTING

Location: Lake City Secondary Columneetza
11 mos., 35.00 hours/week.

Duration: The start date of this position is to be determined in consultation with the successful applicant and will continue, it is anticipated to last a minimum of 12 months, but is not anticipated to be longer than 18 months. This position is 35 hours a week and is scheduled 11 months per year. This position is scheduled Monday to Fridays, 8:30 am – 4:30 pm.

Rate of Pay: The probationary hourly rate of pay is \$31.67 per hour. After successful completion of a 90 day probation period, the hourly rate of pay is \$35.17 per hour.

Threshold Qualifications:

- Completion of Grade 12
- Experience and/or training with students in a school setting
- Knowledge and experience in School District accounting procedures
- Ability to work well and cooperatively under pressure
- Ability to organize/prioritize workload efficiently and effectively
- Extensive knowledge and experience managing multiple school databases
- Knowledge and experience using Simple Calendar, Microsoft Office, Excel and SharePoint
- Advanced computer skills with demonstrated understanding of office programs including spreadsheets, databases, work processing applications and Adobe
- Thorough knowledge of BCeSIS and MyEducation BC
- Knowledge of current board financial policy and procedures
- Knowledge of general office practices and procedure, business English and grammar
- This position requires the ability to work efficiently and cooperatively with other office staff, with the administration and with students, parents and members of the community

Duties Include, but are not limited to:

- Preparation and processing of purchase orders
- Maintaining budgets for individual departments using Excel
- Reconciling monthly expenditure reports, petty cash, time sheets and collection of student fees
- Balancing and maintaining school trust accounts and preparations of bank reconciliations
- Process and print work orders and bus requests
- Working well independently and as a team member for the support staff
- Communicating effectively with staff, students and public
- Reception duties – friendly, welcoming and knowledgeable as per school goals
- Organizing workload in an efficient manner
- Provide complete accounting cycle for the school, including all site-based accounts and district-funded operating accounts
- Prepare accounts receivable invoices and arrange for payment of accounts payable accounts
- Prepare purchase orders for approval by the Principal
- Prepare bank deposits and as required, transport to the appropriate banking facility
- Updating and generating financial reports in appropriate format for Principal as required

- As required, transcribes and/or composes a variety of correspondence, reports, memoranda, statistical reports and letters into as established format from drafts and computer reports utilizing Microsoft Office applications
- Maintaining district scholarship account in Excel
- Maintaining spreadsheets from Community Links funding and Breakfast for Learning
- Processing on-line cheques
- Other duties as assigned

Union membership is a condition of employment.

New applicants are encouraged to submit a comprehensive resume, including 2 work-related references, via email to iuoepost@sd27.bc.ca.

School District No. 27 (Cariboo-Chilcotin) is an equal opportunity employer.