

**SCHOOL DISTRICT #27 (CARIBOO-CHILCOTIN)**

**Phone: (778) 799-2692 Email: [iuoepost@sd27.bc.ca](mailto:iuoepost@sd27.bc.ca)**

September 4, 2026

**EXTERNAL POSITION**

Posting: S-2026-0101 PERMANENT

Position: ACCOUNTING CLERK III

Location: Administration Building Williams Lake  
12 mos., 35 hours/week.

Duration: The start date of this position is to be determined in consultation with the successful applicant. This position is 35 hours a week and is scheduled 12 months per year. This position is scheduled Monday to Fridays.

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 two years of accounting courses, PCP certification or 3 years equivalent experience
- Experience and/or training working in an office setting
- Experience in a large computerized environment
- Demonstrated proficiency using Excel, Word, and Access
- Thorough understanding of financial and accounting implications of AR/AP and payroll transactions; adhering to all Board Policies and legislated Municipal, Provincial and Federal regulations
- Demonstrated attention to detail and accuracy
- Demonstrated ability to maintain strict confidentiality

Duties Include, but are not limited to:

- Processing accounts payable invoices, creating accounts receivable invoices, entering cash receipts and completion of their batch entries
- Processing accounts payable cheque run, or quick pays, or on-line payments; ensuring timely processing/payments of invoices
- Various journal entry interfaces into accounting software
- Purchase card download, verification of coding on statements and interfacing into software for corrections and completion
- Provide training and continued support for school base accounting including balance sheet reconciliations; and assist with various journal entries
- Preparation of timesheets for entry into the payroll system by coding appropriate codes and general ledger verifications including verifications of authorizations
- Processing of timesheets or interface to completion of payruns, including follow up reconciliation and bill processing to accounting
- Issuing ROE's and EI investigations within limited timeframes
- Assist with MPP and TPP inquiries and forms
- Assist where necessary in completing Work Safe information, forms or other compliance requirements from various regulatory bodies

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](mailto:iuoepost@sd27.bc.ca).

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