

SCHOOL DISTRICT #27 (CARIBOO-CHILCOTIN)

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

April 14, 2026

EXTERNAL POSITION

Posting: S-2026-0035 PERMANENT

Position: ACCOUNTING CLERK

Location: Williams Lake Maintenance
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, 8:30 am to 4:00 pm.

Rate of Pay: The probationary hourly rate of pay is \$29.85 per hour. After successful completion of a 90 day probation period, the hourly rate of pay is \$33.16 per hour.

Threshold Qualifications:

- Secondary school graduation or the equivalent combination of education and experience
- Three years office experience in an accounting environment or a combination of training and experience
- Knowledge and experience in financial and accounting procedures
- Knowledge and ability in the use of computers, including word processing, spreadsheets, databases and communications and ERP solutions
- Minimum typing or keyboarding speed of 50 words per minute
- Good oral and written communication skills
- Demonstrated attention to detail and accuracy
- Demonstrated ability to deal confidentially, effectively, courteously and tactfully with District personnel, parents and the public

Duties Include, but are not limited to:

Provide Accounting Support by:

- Entering invoices in ERP (Atrieve) for electronic routing and approval
- Entering receipts against purchasing card transactions summaries in ERP (Atrieve)
- Entering fuel consumption data into relevant spreadsheets and computerized tracking systems
- Receiving and preparing Transportation Allowance Forms per established procedures

Provide Administrative Support by:

- Receiving, sending and distributing mail and parcels through the internal mail system and external postal and shipper services
- Greeting members of the public as they present to the office
- Routing emergency calls to the appropriate staff member as received
- Sending correspondence by mail or email, as needed from the Managers and the Administrative Assistant
- Organizing meetings which includes sending invites and tracking responses, ordering food, booking the physical space and assisting with clean up at the end to the meetings (where possible)
- Preparing meeting agendas and minutes and distributing per established procedures

- Creation of Bus Passes/student rider cards
- Maintaining inventory of staff apparel and office supplies per established procedures
- Utilize My Ed on an as required Basis

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.