



**School District #54 (Bulkley Valley)
JOB DESCRIPTION**

**ACCOUNTS PAYABLE CLERK / RECEPTIONIST
Location: School Board Office**

Summary

Under the direct supervision and direction of 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.

Typical Duties and Responsibilities

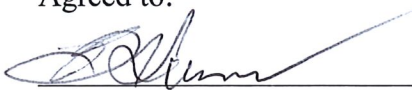
- Processes accounts payable transactions ensuring payment in a timely manner and vendor accounts are maintained in good standing.
- Records employee expense reimbursements and payments with information required to meet statutory guidelines.
- Responds to external / internal inquiries from suppliers and district employees.
- Assesses tax on invoices based on taxation rules.
- Remits monthly payments and prepares general ledger reconciliation for review / approval.
- Processes cash receipts.
- Performs clerical duties included word processing, filing and photocopying.
- Assists in updating procedures to reflect changes in standard accounting practices and technology.

Typical Qualifications and Skills

- Completion of Grade 12 (Dogwood Certificate) .
- Accounting diploma (equivalent to two years of post-secondary education).
- Two years' experience in accounts, booking and office administration.

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:



CUPE Job Description Committee



CUPE Job Description Committee


Secretary Treasurer


Dated