

**Title: Secondary School Budget /Accounting Clerk**  
**Section: Nanaimo District Secondary Community School and Learning Alternative Programs**  
**Reports to: Secretary III**

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**#214**

## Summary

Under the general supervision of the Secretary III or designate, keeps a variety of school ledgers and financial records, and monitors the school budget.

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## Duties

1. Analyze and monitor actual expenditures to budget areas.
  2. Carry out procedures required for daily, monthly and annual budgeting and accounting.
  3. In conjunction with the district accounting department, create and monitor invoicing for Secondary School Apprenticeship Programs and Post-Secondary Institute programs such as Career and Technical Centre and Dual Credit Programs.
  4. Create and process cheque requisitions for reimbursement payments in Distributive Learning programs.
  5. Collect, process and deposit school funds and fees and, maintain records for annual audit.
  6. Maintains appropriate records and files, including student fees, yearbook purchases, grad and prom fees, and student club / athletic fees, etc.
  7. Prepares receipts, tax receipt requests for donations, and credit to appropriate accounts.
  8. Maintain and balance petty cash funds and verify and reconcile purchase card transactions.
  9. Review account activity for validity, accuracy and correct school department coding.
  10. Assists school staff with the processing of receipts and purchase transactions.
  11. Check invoices and packing slips on supplies, resources, and equipment to ensure correctness and forwards invoices to Finance Department for payment.
  12. Reconcile accounts and provide month-end reports as requested.
  13. Assist school staff (i.e. Department Heads) with understanding school based accounts by preparing financial reports and related information and explaining contents.
  14. Responsible for the maintenance of textbook distribution and returns, and receipt of money from students.
  15. Monitor school business transaction activity and liaise with school administration and staff to develop comprehensive understanding of school business requirements in order to recommend accounting policy and process changes to improve the operational efficiency and financial control of school accounts.
  16. Support and participate in school based audit procedures.
  17. Back-up support to reception (answering telephone, reception at front desk, responding to staff inquiries).
  18. Directing and guiding purchasing requirements for Department Head, Coordinator and Student Records Clerks.
  19. Overseeing budgets for six schools (NDSS, VAST, Continuing Ed, Learn@Home K-7, 8-12, CTC) for a total of approximately one million dollars in operating funds.
  20. May, on occasion, be required to perform other related duties as assigned
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## Qualifications

- High school graduation or equivalent.
- Completion of a recognized two-year accounting assistant program or equivalent.
- A minimum of three years related accounting experience.
- Extensive knowledge of personal computers, including spreadsheet, word processing and database software.
- Experience with integrated general ledger systems.
- Recent demonstrated knowledge and experience dealing with budgets, including demonstrated understanding of the difference between an expense reallocation, and a budget transfer.
- Ability and aptitude to work with detail, precision, speed and accuracy.
- Minimum keyboarding speeds of 200 c.s.p.m. and 50 c.w.p.m
- Excellent organizational, communication and interpersonal skills.
- Demonstrated ability to work under pressure and meet deadlines.
- Ability to maintain the confidentiality of sensitive information seen or heard.