



# Accounting Clerk

## Administrative Procedure 2.B.105

2.0 Human Resources  
2.B. Position Descriptions

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**Board Governance Policy Cross Reference:** 1, 2, 3, 4, 12, 13, 16

**Legal Reference:**

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**Date Adopted:** December 2003

**Date Amended:** December 2005, October 2006, April 2012, November 2020, December 2024

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### PHILOSOPHY

Evergreen School Division believes in a system that fosters respect, caring and good communication within and outside the school division. The major goals and tasks of the employees of the division are to honor these values in the daily interactions with staff, students and the public and to assist in the development and implementation of a quality education system. Confidentiality is an expectation of these positions of trust in our public school system.

### GENERAL POSITION DESCRIPTION

The Accounting Clerk provides accounts payable and purchasing services for the school division and financial reporting under the direction of the Secretary-Treasurer. This person operates as part of the Education Support Centre office team to provide efficient and effective service for Senior Administration and the school division.

### RESPONSIBILITIES AND DUTIES

1. Respond to inquiries and requests for information from staff in a timely manner.
2. Work closely with leadership team to create reports and analytics to support division office activities.
3. Develop and maintain databases by acquiring data from primary and secondary sources, and build routines that will make our data evaluation process more flexible or scalable.
4. Proactively analyze data to answer key questions for stakeholders or yourself, with an eye on what drives business performance, and investigate and communicate which areas need improvement in efficiency and productivity.
5. Determine and create accounting entries in accounting software packages.
6. Reconcile bank statements.
7. Coordinate accounting transactions with schools / accounts payable.
8. Assist band teachers with recording instrument rentals & collection of fees.
9. Create and distribute financial statements to leadership team and schools.
10. Data sources include accounting & financial data, student data, time and attendance data, and other sources as needed.

## SKILLS / QUALIFICATIONS

- Ability to be work independently and able to work on teams cross-functionally.
- Ability to organize, prioritize and follow through with important projects.
- Strong analytical skills with the ability to collect, organize and analyze significant amounts of information.
- Strong attention to detail.
- Exceptional written and oral communication skills.
- Ability to problem-solve with a track record of producing results.
- Exceptional time management skills.
- Ability to present complex information in a simplified way to various audiences.
- Working knowledge of accounting principles, procedures and practices.

## EMPLOYMENT REQUIREMENTS

- Diploma in a recognized Accounting or related Program (or an equivalent combination of academic and practical experience).
- Minimum of two (2) years related experience in Bookkeeping and/or Accounting.