



**Invites Applications for an
ACCOUNTING CLERK
FULL-TIME CONTINUOUS (35 HRS/WK)**

Job #144-05-17/18

The Accounting Clerk is primarily responsible for the provision of Accounts Payable and Receivable functions, as well as assisting in all areas of the accounting department of the Catholic Education Centre as required. Reporting to the Director of Finance and Secretary Treasurer, the Accounting Clerk works in a team-based environment while displaying a high degree of professionalism and confidentiality in dealing with financial matters. Consistent with Board policies and procedures, the Accounting Clerk will work within an established accountability framework to ensure maximum results are achieved in delivering services to the district.

Duties include but are not limited to:

- Processing and coding of vendor invoices for schools and District-based departments
- Cheque runs, matching invoices, creation of EFTs and mailing cheques
- Reimbursement of various claims related to travel expenses and other expense claims
- Reconciliation of District records to vendor statements
- Maintain vendor and customer master lists
- Prepare, verify, and process invoices
- Process and deposit cash receipts and funding EFTs
- Filing of all information related to the accounts payable and receivable functions including invoices, batch reports, etc.
- Verify that transactions comply with financial policies and procedures
- Assist school staff with accounting queries
- Other duties as assigned

Qualifications:

- Diploma in Office Administration/Basic Accounting and/or equivalent experience
- Extensive knowledge in accounts payable, accounts receivable and maintaining general ledgers
- Ability to lead and act as a support for new and existing accounting software
- Ability to maintain a high level of accuracy in preparing and entering financial information
- Exceptional time management, organizational and prioritization skills
- Ability to build and maintain professional client and vendor relationships
- Ability to maintain confidentiality

Current hourly wage as per the Collective Agreement: \$22.47 - \$29.52

GPCSD provides an excellent benefit package, covered by the employer. Candidates with the above qualifications should forward resumes, complete with references, and application form #467D (available on the website: www.gpcsd.ca under Forms) to the undersigned. Position will remain open until a suitable candidate is selected:

**9902 - 101 Street
GRANDE PRAIRIE, Alberta T8V 2P4
Phone: (780) 532-3013 Fax: (780) 532-3430
Email: humanresources@gpcsd.ca**