



NISGA'A SCHOOL DISTRICT NO. 92

4702 Huwilp Road
PO Box 240
New Aiyansh, BC

Phone: 250-633-2228
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V0J 1A0

INTERNAL/EXTERNAL
Competition #25-32
EMPLOYMENT OPPORTUNITY
FULL TIME
ACCOUNTING CLERK / RECEPTIONIST
New Aiyansh, BC

Nisga'a School District No. 92 is accepting applications for a full time Accounting Clerk/Receptionist. The position is 37.5 hours per week and will work out of the School Board Office in New Aiyansh.

The successful candidate will be highly motivated with initiative. The individual must have the ability to complete tasks and responsibilities with minimal supervision and on a timely basis. This is a permanent full-time position of 37.5 hours per week beginning as soon as possible. Hours and days of work to be assigned by the Secretary Treasurer.

Basic Responsibilities:

- Perform a variety of accounting duties in support of accounts payable, accounts receivable, general ledger, and reconciliations.
- Maintains computerized GST files and prepares GST rebate and refund remittances.
- Assists the Secretary Treasurer with various accounting duties.
- Receives and responds to vendor and staff requests for account information.
- May be required to train other employees in area of expertise.
- Accounts receivable - input payment information in automated system; prepare invoices as directed; balance payments against deposit report; prepare deposits; maintain petty cash.
- Accounts payable - process invoices; purchase orders; requisitions; credit cards; runs online cheques and computerized cheques.
- Provide general administrative assistance to staff and public.
- Handle queries and complaints via phone, email, and other communication systems. Greet the public. Ensure that messages are passed to the appropriate staff member.
- Maintain meeting rooms.
- Receive, sort, dispatch / distribute written correspondence and other duties that apply.

Basic Qualifications:

- Grade twelve graduation supplemented by appropriate recognized courses in accounting.
- Accounting experience required.
- Ability to understand and effectively carry out oral and written instructions.
- Advanced knowledge of accounting principles
- 2 years' experience working in a computerized accounting environment and demonstrate proficiency in Microsoft Office skills.
- Must pass an accounting test administered by the Secretary Treasurer

Position will be required to work from School District 92 Board Office located in New Aiyansh, BC. Pay and Benefits are in accordance with CUPE Local 2298 Nisga'a Collective Agreement. We thank all applicants, however only those chosen for the interview process will be contacted.

For further clarification please contact Paul Mercer, Secretary Treasurer at 250-633-2030.

Please forward resume with three recent work-related employment references and other supporting documents no later than 3:00 pm **September 20, 2024**

A successful criminal record clearance will be required prior to beginning any position with School District No. 92 (Nisga'a).

Job Posting #25-32.
Human Resource Department School District No.
92 (Nisga'a) Box 240
New Aiyansh, BC V0J 1A0
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