



ACCOUNTANT

(CONTINUING)

School District No. 42 (SD42) meets the learning needs of approximately 16,000 students of all ages in Maple Ridge and Pitt Meadows, and is defined by its determination to keep student learning and growth at the heart of all its decisions. With an annual budget of over \$200M and over 2,000 staff, the school district provides K-12 educational services in 22 elementary schools, six secondary schools, and two alternate schools. It also provides a variety of certificate programs and relevant quality life-long learning opportunities through Ridge Meadows College and Continuing Education.

SD42 is looking for qualified applicants interested in working as an Accountant at our District Education Office. Reporting to the Accounting Manager, the Accountant reviews and processes a variety of accounting and budget transactions, performs various account reconciliations and prepares reports.

The applicant will possess:

- Successful completion of Grade 12 plus a 2-year diploma in Accounting from an accredited Canadian Institution.
- 3 years' experience in the accounting field.
- Sound knowledge of the Canadian Public Sector Accounting Standards (PSAB) combined with demonstrated strong knowledge in accounting principles.
- Strong proficiency with Microsoft Office applications.
- Demonstrated ability to communicate and function effectively and harmoniously with staff and outside agencies.
- Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.
- Excellent analytical reasoning and problem solving skills combined with excellent organizational skills and attention to detail.
- Ability to accurately complete a high volume of work within deadlines.
- Ability to handle confidential/sensitive material with discretion.
- Ability to work independently and exercise mature judgement.

This is a full-time continuing position effective as soon as possible, working 35 hours per week, following a 12-month schedule. The rate of pay is \$33.38/Hour, plus a comprehensive benefits package.

To apply, please forward your cover letter quoting posting #C2425-212, resume, [school district application form](#) and supporting documentation to applicants@sd42.ca. This posting will remain open until filled. The district appreciates the interest of all applicants, however, only those selected for an interview will be contacted.

For more information about our School District please visit: <http://www.sd42.ca/our-district>

Our staff members are the foundation of our system. When you join our school district, you become part of a talented community of educators and support staff dedicated to enriching the lives of all students and helping them achieve success.

