



## ACCOUNTS CLERK

### (TEMPORARY)

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 Accounts Clerk at Westview Secondary School. The Accounts Clerk performs a variety of duties in a school or office environment with an emphasis on bookkeeping and accounting.

#### The applicant will possess:

- Successful completion of Grade 12 with course emphasis on business practices and procedures plus one year post-secondary courses in the accounting field.
- One (1) year experience in a computerized accounting environment or the equivalent training in the accounting field. Familiarity with school procedures is an asset.
- Ability to make arithmetical computations quickly and accurately. Thorough knowledge of bookkeeping.
- Ability to operate office equipment, computers and a variety of software programs with keyboarding skills at 50 net wpm.
- A valid B.C. Driver's License.
- Demonstrated ability to communicate effectively and harmoniously with staff, students, parents, contractors and visitors.
- Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.

This is a full-time temporary position effective August 19, 2024, working 35 hours per week while school is in session, to June 30, 2025 or the return of the incumbent. The rate of pay is \$30.68/Hour, plus a percentage in lieu of benefits.

To apply, please forward your cover letter quoting posting #C2425-039, resume, [school district application form](#) and supporting documentation to [applicants@sd42.ca](mailto: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.*

