



ACCOUNTS CLERK

(TEMPORARY)

School District No. 42 (SD42) meets the learning needs of approximately 17,000 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 Pitt Meadows 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 a minimum of 50 net wpm.
- Demonstrated ability to communicate and function 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.
- A valid B.C. Driver's License.

This is a time duration position starting December 18, 2025 until March 13, 2026 or return of incumbent, whichever is sooner. This assignment works 35 hours per week. The rate of pay is \$30.68/Hour. To apply, please forward your cover letter quoting posting #C2526-294, resume, [school district application form](#) and supporting documentation to applicants@sd42.ca.

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.

