



## ACCOUNTS CLERK II

### (CONTINUING)

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 II at Riverside Centre. Under the supervision of the Manager, Ridge Meadows College and the Principal of Riverside Centre, the Accounts Clerk II performs a variety of duties in an office environment with an emphasis on bookkeeping and accounting for Ridge Meadows College and the Continuing Education department.

#### The applicant will possess:

- Successful completion of Grade 12 plus completion of a diploma program in accounting or the second level of a recognized accounting program (CGA, CMA, etc.) plus two (2) years accounting experience or the equivalent training and experience in the accounting field.
- Ability to operate office equipment, computers and a variety of software programs with keyboarding skills at a minimum of 40 net wpm.
- Demonstrated ability to communicate and function 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.
- A valid B.C. Driver's License.

This is a continuing appointment beginning immediately, working 35 hours per week, following a 12 month schedule. The rate of pay is \$32.05/Hour plus a comprehensive benefits package.

To apply, please forward your cover letter quoting posting #C2425-475, resume, [school district application form](#) and supporting documentation to [applicants@sd42.ca](mailto:applicants@sd42.ca).

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.*

