

Job Posting: Posting Detail

Posting: C2223-142

Closing Date: 05-Aug-2022

Position	Location	Assignment Type	Hours	Rate of Pay
Int Ed Reg Accounting Clerk	International Education	Continuing	35.0000	27.9900

Typical Duties/Assignment Description

Effective immediately.

This assignment follows a 12 month schedule working Monday to Thursday 8-4pm and Friday 8-3:30pm.

The successful candidate will work collaboratively as part of a larger clerical team in a multi-cultural, business environment.

Additional Information/Site Specific Expectations

Please reference the full job description for specific qualifications and additional position-related information. All current job descriptions can be found on the staff intranet site inside.sd42.ca under the Business Function HUMAN RESOURCES tab at the top of the page. The link to the JOB DESCRIPTION LIST can be found in the left column.

Education and Experience/Mandatory Qualifications

The successful applicant will have:

1. Successfully completed Grade 12 plus have one year post-secondary office administration certificate or equivalent combination of education and experience; including courses in records management, computer skills and accounting.
2. A minimum of 2 years of advanced administrative experience.
3. Proficiency with Excel spreadsheets, database management systems and word processing applications, with keyboarding skills at 50 net wpm.
4. Sufficient knowledge of database systems to extract information and create ad hoc reports.
5. Knowledge of good records management practices, including creating, storing and retrieval access.
6. Solid skills in organizing and prioritizing work to ensure timely completion in a busy environment often under pressure and multiple demands.
7. Demonstrated ability to communicate effectively, with tact and diplomacy both verbally and in writing, with staff, students, parents, agents, and other stakeholders.
8. Demonstrated ability to work at the level of independence, and with the degree of initiative and attention to detail appropriate to the position.

Additional Qualifications, Knowledge, Abilities & Skills

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