

Job Posting: Posting Detail

Posting: C2324-061

Closing Date: 01-Jun-2023

Position	Location	Assignment Type	Hours	Rate of Pay
Accounts Clerk 2	Continuing Education	Continuing	35.0000	29.1500

Typical Duties/Assignment Description

Starting June 12, 2023, this assignment follows a 12 month schedule and provides accounting services to Ridge Meadows College and the Continuing Education department.

Under the supervision of the Manager, Ridge Meadows College and the Principal of Riverside Centre, performs a variety of duties in a school or office environment with an emphasis on bookkeeping and accounting.

Additional Information/Site Specific Expectations

1. 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.
2. Ability to operate office equipment, computers and a variety of software programs with keyboarding skills at a minimum of 40 net wpm.
3. Demonstrated ability to communicate and function harmoniously with staff and outside agencies.
4. Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.
5. A valid B.C. Driver's License.

Education and Experience/Mandatory Qualifications

Additional Qualifications, Knowledge, Abilities & Skills

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.

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Job Posting: Posting Detail

Posting: C2324-062

Closing Date: 01-Jun-2023

Position	Location	Assignment Type	Hours	Rate of Pay
Dist Reg Admission & Admin Co	District Education Office	Continuing	35.0000	29.1500

Typical Duties/Assignment Description

Starting immediately, the hours per week are while school is in session.

Under the supervision of Assistant Superintendents, performs a variety of K-12 registration responsibilities including maintaining the Parent Portal Registration Period Dashboard, student registration assignments, creating all periods for all grades and programs in the district and providing administrative support for school staff and parents. Provides direct administrative support services to supervisor(s) and assists in the administrative functions of the department

Additional Information/Site Specific Expectations

Successful completion of Grade 12 with course emphasis on business practices and procedures plus a minimum 1-year post-secondary course work in business, office administration, information systems, and/or accounting.

Two (2) years practical experience in office and clerical routine, preferably in a school system, combined with experience and demonstrated knowledge of the District's Parent Portal System and, specifically, the Registration and Waitlist Module.

Ability to operate office equipment such as switchboards and computers with a keyboarding skill at a minimum of 60 net wpm. Intermediate proficiency with a variety of software, including word processing, spreadsheets, database, and presentation programs. Must be familiar with computerized student record tracking systems.

Demonstrated ability to communicate effectively, having tact and diplomacy, with staff, students, parents and visitors combined with the ability to function harmoniously in an office environment.

Excellent organizational skills, including the ability to plan, prioritize and multi-task to meet deadlines.

Demonstrated ability to work at the level of independence and with the degree of initiative and/or confidentiality appropriate to the position.

Valid B.C. Driver's License.

Education and Experience/Mandatory Qualifications

Additional Qualifications, Knowledge, Abilities & Skills

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