

Job Posting: Posting Detail

Posting: C2425-001

Closing Date: 22-May-2024

Position	Location	Assignment Type	Hours	Rate of Pay
Accountant	District Education Office	Time Duration	35.0000	32.4100

Typical Duties/Assignment Description

Starting as soon as possible, this is a time duration position until June 30, 2025 and follows a 12 month schedule.

Additional Information/Site Specific Expectations

Reporting to the Accounting Manager, reviews and processes a variety of accounting and budget transactions, performs various account reconciliations and prepares reports.

Education and Experience/Mandatory Qualifications

1. Successful completion of Grade 12 plus a 2-year diploma in Accounting from an accredited Canadian Institution.
2. 3 years' experience in the accounting field.
3. Sound knowledge of the Canadian Public Sector Accounting Standards (PSAB) combined with demonstrated strong knowledge in accounting principles.
4. Strong proficiency with Microsoft Office applications.
5. Demonstrated ability to communicate and function effectively and harmoniously with staff and outside agencies.
6. Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.
7. Excellent analytical reasoning and problem solving skills combined with excellent organizational skills and attention to detail.
8. Ability to accurately complete a high volume of work within deadlines.
9. Ability to handle confidential/sensitive material with discretion.
10. Ability to work independently and exercise mature judgement.

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: C2425-002

Closing Date: 22-May-2024

Position	Location	Assignment Type	Hours	Rate of Pay
Senior Accountant	District Education Office	Continuing	35.0000	37.4300

Typical Duties/Assignment Description

Starting **July 1, 2024**. This assignment follows a 12 month schedule.

Additional Information/Site Specific Expectations

Reporting to the Accounting Manager, performs the necessary tasks to ensure the timely completion and distribution of accounting records, financial data and analyses, budgets and projections. Reviews, analyzes and processes a variety of accounting data and source documents.

Education and Experience/Mandatory Qualifications

1. Completion of a bachelor's degree in accounting or related field. Completion or nearing completion of a recognized Canadian accounting designation (CPA, CPA-CA, CPA-CGA, or CPA-CMA) or equivalent credential, preferred.
2. Three to five years' experience in an intermediate accounting position or equivalent combination of education and experience.
3. Sound knowledge of the Canadian Public Sector Accounting Standards (PSAB) combined with demonstrated strong knowledge in accounting principles.
4. Proficient in Microsoft Office applications. Specific knowledge and experience in financial information system (SRB preferred).
5. Excellent analytical reasoning and problem solving.
6. Ability to handle confidential/sensitive information and materials with tact and discretion.
7. Excellent interpersonal, organizational and communication skills with the ability to exercise mature judgement, work under pressure with minimal guidance and meet tight deadlines
8. Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.
9. A valid B.C. driver's license.

Additional Qualifications, Knowledge, Abilities & Skills

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Job Posting: Posting Detail

Posting: C2425-003

Closing Date: 22-May-2024

Position	Location	Assignment Type	Hours	Rate of Pay
General Clerk	Yennadon Annex	Time Duration	15.0000	26.8800

Typical Duties/Assignment Description

This is a time duration position starting **August 26, 2024** until June 30, 2025 working in the Yennadon Annex building. The work schedule is Tuesday to Thursday, 8am to 1:30pm and the hours per week indicated are while school is in session.

Additional Information/Site Specific Expectations

Under the direction of the school principal or site-based Manager, performs a variety of routine clerical duties related to the administration of a school, library and/or office.

Education and Experience/Mandatory Qualifications

- Successful completion of Grade 12 with course. emphasis on business practices and procedures or one (1) year training and experience in office and clerical routine.
- Proficiency with office equipment, personal computers, web browsers and a variety of software packages including word processing, spreadsheets and database applications with keyboard skills at a minimum of 40 net wpm with a high degree of accuracy.
- 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.

Additional Qualifications, Knowledge, Abilities & Skills

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Job Posting: Posting Detail

Posting: C2425-004

Closing Date: 22-May-2024

Position	Location	Assignment Type	Hours	Rate of Pay
General Clerk	Alouette Elementary	Continuing	12.0000	26.8800
General Clerk	Davie Jones Elementary	Continuing	12.0000	26.8800

Typical Duties/Assignment Description

Effective **August 26, 2024**. This position will have an additional 1 hour per week at each location, time durated Service Improvement allocation to June 30, 2025 for a total of 26 hours per week. The hours per week indicated are while school is in session. Work schedule is Alouette Tuesday and Friday, Davie Jones Wednesday and Thursday 8:00am to 3:00pm.

Additional Information/Site Specific Expectations

Under the direction of the school principal or site-based Manager, performs a variety of routine clerical duties related to the administration of a school, library and/or office.

Education and Experience/Mandatory Qualifications

- Successful completion of Grade 12 with course. emphasis on business practices and procedures or one (1) year training and experience in office and clerical routine.
- Proficiency with office equipment, personal computers, web browsers and a variety of software packages including word processing, spreadsheets and database applications with keyboard skills at a minimum of 40 net wpm with a high degree of accuracy.
- 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.

Additional Qualifications, Knowledge, Abilities & Skills

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Job Posting: Posting Detail

Posting: C2425-005

Closing Date: 22-May-2024

Position	Location	Assignment Type	Hours	Rate of Pay
Dist Reg Admission & Admin Co	District Education Office	Time Duration	35.0000	31.1200

Typical Duties/Assignment Description

This is a time duration to June 30, 2025; or return of incumbent. The hours per week indicated are while school is in session.

Additional Information/Site Specific Expectations

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.

Education and Experience/Mandatory Qualifications

- 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.

Additional Qualifications, Knowledge, Abilities & Skills

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