



**THE SEVEN OAKS SCHOOL DIVISION**  
invites applications for

**ACCOUNTING CLERK - SCHOOL BOARD OFFICE**

This is a term, full time (7 hours/day, 12 months/year) position, effective as mutually agreed for an indefinite term. May become permanent.

Knowledge of accounting is necessary. Registration in and/or completion of CPA PREP/PEP or Business Administration (Accounting) diploma would be considered an asset. Duties include supporting the Secretary Treasurer's Department with accounts receivable and payable functions, GST and PST remittance, bank reconciliation and school level support.

Proficiency with the Microsoft suite of products is required and experience in our in-house computer system (CIMS) is an asset or must be prepared to learn this program. Successful applicant will be able to establish priorities, meet strict deadlines and work independently with a high degree of accuracy, and will possess the confidence, ability and integrity to deal with sensitive and confidential matters. Previous accounting experience is required.

Salary is according to the Collective Agreement, starting at \$24.26 per hour, with comprehensive benefits package.

For a detailed job description please visit [www.7oaks.org](http://www.7oaks.org) and review Policy GCCAH through GCCAJ (Click on Board & Admin; Board of Trustees; Policies).

**Submit applications to [applications@7oaks.org](mailto:applications@7oaks.org)  
by Friday, May 17, 2019, 12:00 noon,  
using Accounting Clerk in the subject line.**

Please attach a cover letter and resume detailing education, experience and three references.

The Division will be pleased to accept all applications, however, only those candidates selected for an interview will be contacted by e-mail.

Employment is conditional upon successful clearance through Child Abuse Registry and Criminal Records Checks. Responsibility for acquiring these lies with the employee.