



*qathet School District is committed to equity and diversity, and a staff team that reflects the community we serve. We encourage applications from members of groups with historical and/or current barriers to equity, including Indigenous peoples; members of groups that commonly face discrimination due to race, ancestry, colour or religion; persons with physical and/or mental disabilities; and/or persons of marginalized sexual orientations and gender identities.*

**Permanent External Posting C25262659**  
**ACCOUNTING CLERK 2**  
**(Intermediate Accountant)**

Under the direction of the Secretary-Treasurer, the Accounting Clerk II prepares and maintains a variety of financial records. This work involves complex accounting duties. This position requires the ability to interact positively with personnel from the School District and/or outside agencies.

**DUTIES AND RESPONSIBILITIES**

- Performs any or all functions within the accounting department
- Prepares records required to facilitate the preparation/distribution of financial reports
- Maintains a current knowledge of Acts, agreements and other items which may have accounting implications
- Prepares complex accounting entries
- Prepares or assists supervisor in the preparation of various returns, analyses, financial statements, and annual reports

**REQUIREMENTS:**

- High School graduation
- Completion of a two year diploma program in accounting or a related field, or completion of two years' college/university business program
- Understanding and application of computers to management information systems with an emphasis in accounting

**Salary and Application Details**

This is a unionized CUPE Local 476 position. It offers an hourly wage rate of \$36.11 per hour. This position will begin April 20, 2026, or another mutually agreed date.

Interested applicants are asked to apply via email to [hr@sd47.bc.ca](mailto:hr@sd47.bc.ca). Please provide a cover letter, resume, contact information for three supervisory references, and copies of relevant certifications.

Deadline for applications is **Thursday, April 2, 2025, at 3 pm.**

We appreciate all interest in this position however, only those selected for an interview will be contacted by the District.

View the full job description here: [11.02 Accounting Clerk 2](#)

**For further information regarding this position, please contact the Secretary-Treasurer, Steve Hopkins, at (604) 485 6271 ext. 2235.**