

---

Applications are being accepted for ~~the~~ TEMPORARY FULLTIME position of:

PAYROLL AND BENEFITS CLERK/ACCOUNTING CLERK

Under the direction of the Assistant Secretary Treasurer, provides payroll, benefits and accounting support to the Business Services Department.

DUTIES:

PAYROLL & BENEFITS RELATED:

Establishes and maintains employees' benefit records; administers employee benefits using

QUALIFICATIONS:

Education the applicant must have completed:

Grade 12

Supplemented by successful completion of business courses of a minimum of 1 year, includes payroll and accounting, or equivalent training and experience.

Skills- the applicant must have:

Intermediate computer skills and recent experience with a computerized payroll and accounting system  
Demonstrated excel experience

Experience the applicant must have

Recent combination of bookkeeping and payroll experience greater than 12 months.

Other- the applicant must

Able to follow established methods and procedures.

Show tact, courtesy and discretion in dealing with people in the course of their duties.

Acknowledge the need for confidentiality with regard to information seen and/or handled in the course of the duties.

Be physically capable of performing the job duties.

This is a unionized position. Job description #03 is available at [sd79.bc.ca](http://sd79.bc.ca).

Please forward application including cover letter, resume, certificates, official transcripts and three work references with permission to contact. Please submit electronic applications as one PDF.

Applications will be accepted on an ongoing basis until filled and can be dropped off at the School Board Office, emailed or faxed to:

Nicole Brown, Human Resource Manager, Support Staff  
2557 Beverly Street, Duncan, BC V9L 2X3  
Email: [nbrown@sd79.bc.ca](mailto:nbrown@sd79.bc.ca) Ph: 250-748-0321 (ext. 270) Fax: 250-748-0321

Thank you for your interest in this position. Only those selected for an interview will be contacted.