

- Intermediate level bookkeeping skills.
- Keyboarding speed of 50 words per minute.
- Proficient in numeric keypad skills.
- Basic knowledge of database computer functions.
- Intermediate knowledge of spreadsheet computer functions.
- Knowledge of Business English, punctuation, spelling and Business Math.
- Ability to use courtesy and tact in settling complaints, requests, and clarification of information in contacts with public, parents, staff and students.
- Ability to perform individually and as part of a team.
- Ability to effectively communicate both verbally and in writing.
- Ability to plan and schedule work and organize the workload effectively.
- Ability to work with constant interruptions.
- Ability to maintain close attention to detail for periods of sustained duration and to meet deadlines.

Originated: July 1, 1994

Revised: May 9, 2014

Accounting Clerk

Replacing: Correspondence School Accounting Clerk, Receptionist/Accounts Clerk, Secondary School Accounting Clerk