Please Post (Do not remove until closing date has passed)

JOB POSTING

School District No. 22 (Vernon)

NOTICE OF VACANCY TO MEMBERS OF CUPE LOCAL 5523

POSITION **Accounts Payable Clerk**

ASSIGNMENT **Board Office**

35 Hours/week, 12-month position
Temporary until October 9, 2026

Required Qualifications and Experience

- Grade 12 plus six months of a post-secondary office or business administration certificate including basic accounting courses equivalent to Okanagan College BAC11 and BAC12
- Six months of recent successful accounting experience
- Keyboarding 40 wpm

Required Knowledge, Skills and Abilities

- Ability to effectively use standard office equipment and communication technology, work processing, database management and spreadsheet programs
- Ability to follow standardized procedures or instructions with minor variation
- Ability to refer work problems not covered by standard procedures to supervisor
- Ability to communicate effectively, both orally and in writing, with courtesy to exchange and discuss information of a detailed or specialized nature
- Physical capability to perform the job duties in a standard office environment including lengthy periods of sensory concentration
- Ability to maintain confidentiality

WAGE: PG5
SHIFT: Board Office Employees

The above position is/will be vacant, effective ASAP. School District employees wishing to apply for this position must do so in writing to Human Resources – Support Staff not later than May 4, 2026 at 2:00 p.m. Please ensure that your address, telephone number and seniority date (if applicable) appear on your letter of application. Employees should apply for any and all positions in which they are interested, even if they think someone with more seniority has applied.

April 28, 2026

Copy to: All Schools, Maintenance Services, Transportation Services, Successful Applicant File, School Board Office, CUPE

Note: complete job description available on website: www.sd22.bc.ca under the District Menu

While all applicants will be considered, preference will be given to qualified applicants who self-declare Indigenous ancestry.

NOTICE NO. 60

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