

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 **District Accountant**

ASSIGNMENT **Board Office**
35 hours per week, 12-month position

Required Education and Experience:

- Grade 12, or equivalent.
- Accounting Diploma or equivalent from an accredited institute.
- Two (2) years' recent successful experience in a relevant accounting role within a large organization.

Required Knowledge, Skills and Abilities

- Proven ability to follow established procedures and policies with moderate judgment required.
- Proven ability to communicate effectively, both orally and in writing, to gain cooperation, coordinative activities, and mitigate high tension or emotional situations, using tact and discretion.
- Proven supervisory skills.
- Proven organizational skills.
- Physical capability to perform the job duties in a standard office environment.
- Ability to maintain the confidentiality of sensitive information seen and heard.
- Proven skills managing computer-based information systems (data input, file maintenance, data retrieval, bookkeeping, budgeting) including intermediate to advanced computer skills to accurately and efficiently utilize word processing, spreadsheet, database and accounting software

WAGE: PG 11

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 July 28, 2025 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.

July 15, 2025

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

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

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

NOTICE NO. 162

CLK232