



ADMINISTRATIVE ASSISTANT (SCHOOL ACCOUNTS)

JOB DESCRIPTION | JUNE 2024

NATURE AND SCOPE OF WORK

This is a senior administrative assistant position that is focused on accounting systems at the school level. The position reports to the School Administrator and to the Assistant Secretary-Treasurer and is based at either a middle school or secondary school. In addition to its core financial responsibilities, the position provides relief to the other school-based administrative assistant position and responds to external and internal inquiries.

SPECIFIC RESPONSIBILITIES

- Maintains the school's accounting system. Performs all aspects of the bookkeeping function to support the financial operations of the school, including budget tracking, monitoring, processing, and reports.
- Monitors school budgets and allocations. Maintains billing records, prepares invoices, and reconciles statements.
- Collects cash, cheques, outstanding fees, and issues receipts. Prepares bank deposits, issues cheques, handles cash floats and cash statements. Prepares bank reconciliation.
- Maintains and reconciles petty cash.
- Prepares monthly and year-end financial reports. Informs principals of changes or pending challenges.
- Responsible for the purchasing of supplies and equipment and management of lockers. Works with internal and third-party suppliers, verifies receipt of supplies and accurate invoicing.
- Maintains the school's inventory, distribution, tracking and billing for textbooks.
- Performs a variety of office administration duties for the school administration, including reception duties, mail processing, typing, copying, filing, and assisting with grad coordination.
- Other related duties as required.

QUALIFICATIONS (Required Knowledge, Skills and Abilities)

- One-year diploma or certificate program (approximately 700 to 1100 hours of instruction) at a recognized post-secondary institution in an administrative assistant/bookkeeping program or an equivalent combination of education and experience including three years recent related office administration and bookkeeping experience.
- Three years recent full-time equivalent office administration experience in a school or district department.
- Thorough bookkeeping knowledge and experience, including accounts receivable, accounts payable, budget reporting, reconciliations, and accounting procedures.
- Minimum proven typing speed of 45 wpm, with advanced word-processing skills, and intermediate proficiency in the use of Word, Excel and relevant database software applications.
- Knowledge of the MyEdBC student administration system is preferred.
- Demonstrated proficiency in both oral and written communication including the ability to compose routine business correspondence.

QUALIFICATIONS (Required Knowledge, Skills and Abilities)

- Sound knowledge of the applicable rules, regulations, policies, and procedures which govern departmental and/or school activities.
- Ability to establish and maintain positive working relationships with all School District staff and external parties.
- Ability to work independently with a minimum of supervision.
- Strong teamwork skills with the ability to work harmoniously and cooperatively within the team.
- Demonstrated ability to exercise initiative and judgment while working within prescribed procedures and processes.
- Excellent organizational skills with the ability to anticipate and prioritize job-related duties and to follow through and accurately complete tasks in a timely fashion.
- Superior communication and customer service skills including a demonstrated ability to exercise tact and diplomacy.
- Ability to maintain a high level of confidentiality.

REQUIRED LICENSES, CERTIFICATES AND REGISTRATIONS

- One-year administrative assistant/bookkeeping diploma or certificate program (approximately 700 to 1100 hours of instruction).
- A clear Criminal Record Check to be updated every five years.

RELATIONSHIPS

- Liaises and works in cooperation with colleagues.
- Has frequent interaction with other school district employees and may have contact with the public, parents, and students.

REPORTING STRUCTURE

- Reports to the School Administrator and to the Assistant Secretary-Treasurer.

THE FOLLOWING COMMITMENTS ARE ESSENTIAL TO ALL POSITIONS WITHIN CAMPBELL RIVER SCHOOL DISTRICT

- Commitment and adherence to workplace policies, procedures and practices.
- Commitment to standards of conduct, including behaving in a manner that is: respectful, professional, team-oriented, collegial, collaborative, ethical, honest, and trustworthy.
- Commitment to understand and implement the Truth and Reconciliation Calls to Action and the Declaration on the Rights of Indigenous Peoples Act.

CLASSIFICATION

- This position's classification is Administrative Assistant I and has a pay rate in accordance with Schedule B of The Canadian Union of Public Employees – Local 723 Collective Agreement.