



# ADMINISTRATIVE ASSISTANT (SCHOOL BOARD OFFICE)

JOB DESCRIPTION | JUNE 2024

## NATURE AND SCOPE OF WORK

Reporting to the Assistant Secretary-Treasurer, this position performs moderately complex administrative duties in accordance with clearly defined work methods and procedures as a member of the Business Services Department. The Administrative Assistant (School Board Office) will adapt to the changing priorities throughout the school year or demands facing the Business Services Department and School Board Office.

## SPECIFIC RESPONSIBILITIES

- Performs a variety of office administration duties for the Business Services Department and other School Board Office departments as needed.
- Performs reception duties at the school board office, including handling of enquiries from parents and the public.
- Handling incoming and outgoing office mail.
- Processing requests for transcripts and other student information.
- Ordering and managing the office supplies inventory.
- Providing accounts payable and accounts receivable administrative support and backup, including printing invoices, data entry, and maintaining spreadsheets.
- Supporting the Business Services department by performing basic accounting and cashiering duties and by coordinating and verifying information from schools and other departments.
- Processing school district facilities bookings.
- Scheduling appointments, meetings, and events.
- Operating and ensuring office equipment is kept in good repair.
- Coordinating and assisting with onboarding and training of new administrative assistants.
- Maintaining office records and systems such as telephone/voicemail system and office keys.
- Providing administrative support to the payroll department, including correspondence, data entry and reconciliations.
- Assist with the creation of staff ID and IT equipment badges.
- Assist with other duties in the school board office 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.
- One-year 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.
- 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.
- Frequent interaction with other school district employees, the public, parents, and students.

## **REPORTING STRUCTURE**

- Reports to 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.