

School District No. 91 (Nechako Lakes)

JOB DESCRIPTION

CLERICAL – ADMINISTRATIVE ASSISTANT – AA 4

Rate of Pay: **Band # 12**

Location: **Elementary Schools**

SUMMARY

- provides confidential services to administration, performs clerical, reception and bookkeeping services
- ensures the efficient and effective operation of the school office, typically in a single person office.

DUTIES & RESPONSIBILITIES

- answers inquiries and provides assistance to students, teachers and the public
- maintains all student records and generates reports for the school, District and the Ministry
- maintains the school accounts, including the collection of cash, issuing receipts & cheques, depositing funds, month-end balancing and producing reports of accounts for teachers and administration
- monitors the school budget including the processing of purchase orders, approving invoices for payment and publication of account balances
- ensures staff obtain the correct budget authorizations and account numbers for expenditures
- disburses and reconciles the Petty Cash account and requests reimbursement from the School Board Office
- assists administration with allocating the yearly budget
- maintains the calendar of use of school by outside groups
- sorts and distributes mail – may pick up or deliver to Post Office or Board Office
- ensures the integrity of student information
- maintains the calendar of use of the centre by outside user groups.
- maintains inventory of supplies and resources
- answers inquiries and provides assistance to students, teachers and the public
- uses District policy and regulations to interpret and assist with required forms

QUALIFICATIONS

KNOWLEDGE

- completion of Grade 12 (Dogwood Certificate)
- completion of the Applied Business Technology program or an Office Administration Certificate Program
- BC driver's license - Class 5

EXPERIENCE

- 3 years of current relevant office experience, preferably in a school environment, including 12 months of current relevant bookkeeping experience

SKILLS & ABILITIES

- ability to use judgement and initiative in identifying, adapting and applying procedures
- ability to communicate effectively using courtesy & tact in contacts of a difficult, sensitive or specialized nature
- demonstrated, advanced skill with communication technology, word processing, database management and spreadsheet programs
- excellent interpersonal skills, with the ability to communicate effectively, both orally and in writing
- self-motivated, self-directed and flexible, with good organizational and planning skills
- ability to interact positively and confidently with teachers, students and parents
- works as a team member to manage the total workload and develop and streamline procedures
- maintains the confidentiality of sensitive information seen or heard
- good knowledge of Business English, spelling, punctuation and purchasing procedures

Last Updated and JJEC Rated: March 2024

N.B. This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.