

School District No. 91 (Nechako Lakes)

JOB DESCRIPTION

CLERICAL - ADMINISTRATIVE ASSISTANT – AA 5

Rate of Pay: **Band # 13**

Location: **Secondary Schools**

SUMMARY

- serves as a confidential assistant to school-based administrators and performs related work as required
- acts as office manager, and ensures the efficient and effective operation of the school office

DUTIES & RESPONSIBILITIES

- works with assigned administrators to supervise office staff
- effectively evaluates, organizes and schedules office staff duties
- ensures the integrity of the student information database.
- acts as a representative of the school when communicating with staff, students, parents and the public
- assists administration with allocating the yearly budget
- monitors the school budget including the processing of purchase orders, approving invoices for payment and publication of account balances
- disburses and reconciles the petty cash account and requests reimbursement from the School Board Office
- maintains all student records and generates reports for the school, District, the Ministry and other organizations
- audits the school accounts procedures, including the collection of cash, issuing of receipts and cheques, depositing funds, month-end balancing and producing reports on accounts for teachers & administration
- maintains a user handbook (staff handbook, course selection book)

QUALIFICATIONS

KNOWLEDGE

- completion of Grade 12 (Dogwood Certificate)
- completion of the Applied Business Technology: Administration Assistant Certificate Program

EXPERIENCE

- 4 years of current relevant office experience, preferably in a school environment, including 1 year of current relevant bookkeeping experience, and including 1 year of recent, successful supervisory experience

SKILLS & ABILITIES

- ability to perform work that is governed by general policy, goals or outline of requirements requiring judgement and initiative in identifying, adapting, and applying procedures and approaches to address unusual problem situations, and resolve most conflicts
- ability to communicate, both orally and in writing, using tact and diplomacy when handling contacts of a difficult, specialized or sensitive nature, or for the discussion and resolution of problems
- ability to interact positively and confidently with staff, students and parents
- ability to work as a team member to manage the total office workload, and to develop and streamline procedures
- maintains the confidentiality of sensitive information seen or heard
- demonstrated exceptional skill and experience with communication technology, word processing, database management and spreadsheet programs