

School District No. 91 (Nechako Lakes)

JOB DESCRIPTION

CLERICAL - ADMINISTRATIVE ASSISTANT - AA 3 (BOOKKEEPER)

Rate of Pay: **Band #11**

Location: **Schools**

SUMMARY

- Provides bookkeeping and other confidential clerical services to Administration

DUTIES & RESPONSIBILITIES

- maintains the school accounts, including the collection of cash, issuing receipts and cheques, depositing funds, month-end balancing, bank reconciliations, and producing reports of accounts for teachers and administration
- 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
- ensure staff obtain the correct budget authorizations and account numbers for expenditures
- works with administration and counselors to maintain student data and transfer of graduation credits to the Ministry of Education
- maintains all student records and generates reports for the school, District and the Ministry
- disburses and reconciles the Petty Cash account and requests reimbursement from the School Board Office
- monitors school bursary/scholarship program
- maintains a sufficient level of supplies and materials for the school
- updates annual staff handbook and annual course selection guide
- 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.

QUALIFICATIONS

KNOWLEDGE

- completion of Grade 12 (Dogwood Certificate)
- completion of the Applied Business Technology Program or Administrative Assistant Certificate
- 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 exercise independent judgement in selecting and interpreting information and the ability to reconcile deviations from standard methods and resolving problems.
- ability to use courtesy, tact and discretion when dealing with or settle requests, complaints or clarification of information.
- 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
- ability to work as a team member to manage the total office workload and streamline procedures
- good understanding of Business English, spelling, punctuation and purchasing procedures
- maintains the confidentiality of sensitive information seen or heard
- demonstrated ability to use communication technology, word processing, data base management and spreadsheet programs

Revised: March 2024

Reviewed: March 2024

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.