

Group: CUPE

Title: **Finance Administrative Assistant**

Dept.: Finance

Location: School Board Office

Position Description:

Performs receptionist duties and assists in the processing of accounts receivable, accounts payable and payroll.

Reports to:

Secretary-Treasurer or Designate

Direct Reports:

N/A

Duties & Responsibilities:

- Performs receptionist duties Screens visitors. Responds to a wide variety of external/internal inquiries by telephone, email, and in person.
- Maintains and orders office and stationary supplies, materials, and manages equipment.
- Manages mail, faxes, and courier items.
- Performs general hospitality support at the board office.
- Assists in the processing of accounts payable and accounts receivable transactions, including the preparation of receivable invoices, coding of accounts payable, and data entry.
- Assists in the processing of payroll transactions, including data entry, verification of timesheets, and TTOC payroll.

The above job description reflects the principle functions of the job. Other comparable or transient duties which are within the area of knowledge and skills required by the job description may also be assigned.

Job Requirements: Minimum Qualifications

Education & Experience:

- Grade 12.
- Completion of an Office Administration program certificate or equivalent post-secondary education.
- Minimum two (2) years office administration experience.
- Keyboarding 50 w.p.m.
- Training in accounting equivalent to a two (2) year Business/Administration Accounting diploma program and/or training in payroll accounting from Canadian Payroll Association would be an asset.

Skills & Knowledge & Abilities:

SKILLS:

- Strong conflict resolution skills and an ability to manage difficult situations with tact and diplomacy.
- Customer service expertise, and proficiency in building relationships.
- Strong collaboration and teamwork abilities.
- Proactive and initiative-driven mindset.
- Effective communication, organizational and time management skills, along with attention to detail.

KNOWLEDGE:

- Considerable knowledge and/or experience with computerized accounting, bookkeeping and record-keeping systems commensurate with the school board's operating procedures.
- Advanced knowledge of computer software in a Windows environment, including word processing, spreadsheet, database, Microsoft Office and web-based applications.
- Knowledge and understanding of district processes to communicate effectively to solve practical problems.
- Considerable knowledge and ability to operate and troubleshoot a variety of office equipment.

ABILITY

- Ability to maintain effective working relationships with the public, students, teachers, principals, and other employees, in addition to various outside agencies/suppliers.
- Ability to understand and implement office procedures.
- Ability to organize and prioritize workload with limited supervision including managing requests and problem-solving.
- Ability to convey information and sustain productive working connections.
- Ability to establish, organize and maintain accounting, bookkeeping and record-keeping systems.

- Ability to perform tasks requiring extended periods of concentration.
- Ability to handle frequent interruptions while working.
- Ability to adhere to deadlines, including flexibility and adaptability.

RESPONSIBILITY

- Exhibit professionalism and adhere to the district mission, vision and values as outlined in the strategic plan.
- Adhere to District policies, procedures, and safety protocols.
- Manage confidential and sensitive information with discretion and professionalism.
- Work with minimal supervision, following established practices and/or methods.
- Maintain a high level of confidentiality.

WORKING ENVIRONMENT

- Extended periods of sitting or standing in one place.
- Extended periods of keyboarding and prolonged screen time.
- Working in a fast-paced work environment, managing time constraints, navigating frequent interruptions, and handling challenging interactions.
- Work is indoors in clean and well-maintained buildings.
- Work includes time pressures and constant interruptions.
- Long periods requiring significant concentration.
- Contact with students, staff, and parents.

SALARY:

- Wages and employment benefits per CUPE collective agreement.

KEY RELATIONSHIPS:

- School District 8 Staff
- Vendors
- General Public

Next scheduled revision: Winter 2030

Reviewed and agreed: January 10, 2025