

TITLE: Administrative Assistant – Department of Secretary Treasurer
SECTION: Finance Department
REPORTS TO: Secretary Treasurer or Designate

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SUMMARY

Under the general direction of the Secretary Treasurer or designate, the Administrative Assistant Department of Secretary Treasurer provides administrative, bookkeeping and record-keeping support. The Administrative Assistant – Department of Secretary Treasurer also provides other financial functions as necessary, work-flow information and trouble-shooting support, as required for the Superintendent, Secretary-Treasurer and Board of Education.

DUTIES

1. Provide clerical support to the Superintendent, Secretary-Treasurer, Directors of Finance, Finance Managers and/or the Board of Education, including email correspondence; maintain electronic and paper files; create documents and complex Excel spreadsheets; process mail; and prepare, photocopy, and collate a variety of documents for distribution.
2. Monitor individual budgets, as required, within the Superintendent/Secretary-Treasurer/Board of Education departments. Prepare invoices, cheque requisitions, travel expenses and mileage forms for payment. Prepare reports for Board of Education monthly.
3. Assist with edits on draft documents for the materials for Board meetings.
4. Set-up for various meetings for the Board of Education; including moving tables, chairs, boxes and supplies.
5. Manage contracts, memberships and subscriptions as assigned.
6. Responsible for preparing and recording requests of a confidential nature.
7. Responsible for maintaining confidential department records and maintain a record management system to ensure rapid retrieval of files.
8. Research, extract and collate data for preparation of reports, as required. Utilize the district's system to perform reconciliations, assist in the preparation of various financial reports, such as, annual and quarterly financial reports, financial statements, amended budget preparation, Goods & Services Tax, Provincial Sales Tax, Stats Canada reports and the annual Statement of Financial Information
9. Update employment contract databases. Responsible for maintaining paper and electronic records of employment contracts.
10. Responsible for maintaining electronic records of District general contracts and personal service contracts. Track progress including monitoring expiration/renewal dates. Research, communicate and liaise with suppliers and stakeholders for the purpose of collecting and disseminating information and to resolve account, billing and/or payment issues.
11. Organize and assist with planning and execution of various meetings, projects and workshops; including reporting of funds, preparing materials, displays, venue and food.
12. Organize large events such as the District Retirement Dinner event; including collecting school district retiree data into a working spreadsheet, preparing related documents, booking venue and catering, purchasing gifts, ongoing communication with retirees, mailing/emailing invitations, and preparing draft script for emcee. Other large events include VISTA, BCSTA, Board Retreat and Elections.
13. Provide clerical support -as required- to various areas of the Finance Department including using a donation receipting program (to enter School District donation data, generating and mailing Donation tax receipts, producing reports for the finance manager, and keeping donation files organized), preparing documents, photocopying and ordering supplies.
14. Review and reconcile the transactions of multiple purchasing cards. Prepares, organizes and files purchasing card monthly statements and transaction receipts.

15. Maintain Loan Bank records and distribute and secure keys, cell phones, computers, business cards, badges and other School District property for Superintendent, Secretary-Treasurer and Trustees.
 16. Manage Superintendent, Secretary-Treasurer, Trustees and DAC Manager conferences. Register participants. Book accommodation and travel. Provide itineraries.
 17. Assist with the preparation of the General Local Elections for Trustees, joint meetings with local government offices and maintain the election data base.
 18. Assist with new Trustee Orientation and Working Group sessions.
 19. Assist with District Administration Centre management, including ordering supplies, equipment and services, communicate with DAC staff when needed, keeping meeting rooms functional, clean and stocked, submitting maintenance requests and overseeing safety requests.
 20. May, on occasion, be required to perform other related duties as assigned, including reception coverage.
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QUALIFICATIONS

- High School graduation or the equivalent.
- Two-year diploma in Business Administration or Business Management from a recognized post-secondary institution, including courses in basic accounting or an equivalent combination of experience and training.
- Keyboarding speeds of 200 c.s.p.m. and 60 c.w.p.m.
- Three years experience in a previous related job.
- Experience in a public sector environment.
- Above average skill level with word processing, spreadsheet, database development and other programs utilized.
- Ability to operate standard office equipment, including personal computer, photocopier/scanner/fax.
- Excellent organizational, interpersonal and communication skills.
- Demonstrated ability to compose and proofread correspondence and documents utilizing excellent grammar, spelling and punctuation skills.
- Highly effective initiative, judgement, organization, management, leadership communication and human relation skills.
- Ability to manage multiple projects, set priorities, work independently, perform duties with speed and accuracy, and work effectively under pressure with assigned deadlines.
- Demonstrated, highly effective research, analytical and problem-solving skills.
- Ability to deal with highly confidential and sensitive issues with a high degree of diplomacy and confidentiality.
- Thorough knowledge of provincial and district guidelines and FOIPPA legislation.
- Ability to lift and move boxes, equipment and material up to 5 kg.