

SCHOOL DISTRICT #64 (Gulf Islands)
Job Description
District Administrative Assistant

SUMMARY

Under direction, provides administrative support for Accounting and Human Resources with a focus on accounting, office administration, and dispatch. Works independently and as part of a team while maintaining a high degree of efficiency, organization, and confidentiality.

DUTIES

- Answers, screens, and refers inquiries; takes messages by telephone and in person
- Ensures all data is authorized for payment and coded to appropriate accounts
- Collates and inputs data; checks audit trails and maintains integrity of financial records. Reconciles district purchasing card accounts
- Prepares receipts and bank deposits
- Checks petty cash reports, expense claims and advances
- Responds to account inquiries from suppliers and district personnel and prepares invoices as required
- Receives and processes field trip and cross boundary data and forms
- Dispatches sub/casual and TTOC employees as required
- Receives and processes leaves of absence, confidential medical documentation as required
- Inputs absence and supplemental data, checks for proper authorization and coding as required
- Maintains sub/casual rotation for call out
- Coordinates meetings and events including transportation, accommodation, and food service
- Receives, sends, and distributes mail
- Prepares routine correspondence and reports; signs when authorized
- Performs other assigned comparable duties within the area of knowledge and skills required by the job description

QUALIFICATIONS

- Grade 12
- Post-secondary diploma in accounting. Minimum two (2) years.
- Demonstrated knowledge of HR, office administration and accounting software.
- Keyboarding speed of 60 - 80 w.p.m.
- Three (3) years' experience in related work
- Documented evidence of exemplary interpersonal skills and ability to work independently and as a member of a team

Or equivalent combination of training and experience

RELATIONSHIPS

- Responsible to the Payroll and Benefits Manager

APPROVED

On behalf of:
School District No. 64 (Gulf Islands)

Original signed by:
Jesse Guy
Secretary Treasurer

January 17, 2022

On behalf of:
CUPE Local 788

Original signed by:
Angela Thomas
President

January 17, 2022