

103412

M.A.N.T.E. STAFF JOB DESCRIPTIONS

POSITION: EARLY AND MIDDLE YEARS, HEAD ADMINISTRATIVE ASSISTANT

REPORTS TO: School Principal

INDIRECTLY SUPERVISES: Office Staff

LOCATION: All Early and Middle Years Schools

JOB SUMMARY: Processes and maintains the school's financial records and purchasing requirements; provides administrative support to the administrators; and directs the efficient operation of the office.

POTENTIAL EXPOSURE TO VIOLENCE:

Working in a school setting poses certain inherent risks. Therefore, training in either NVCI, WEVAS, or Restitution may be required.

DUTIES AND RESPONSIBILITIES:

- Receives and deposits monies, calculates remittances, issues cheques, and prepares and maintains all necessary systems, reports, records, and files;
- Requisitions and distributes supplies and equipment and monitors inventories;
- Tracks budgets and provides account information to appropriate personnel;
- Maintains student information and generates all related reports and statistical information;

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- Assigns and coordinates workloads and assists in the performance evaluation of office staff (if applicable);
- Performs other related duties as assigned or as required including all duties of lower classified positions.

QUALIFICATIONS:

- High school diploma plus additional course work in bookkeeping/accounting;
- Excellent computer and keyboarding skills;
- 2-3 years related experience;
- Demonstrated ability to communicate effectively with all levels of staff, students and the public and to handle confidential information;
- May be required to have a valid Manitoba driver's license and daily access to a vehicle;
- An equivalent combination of education and experience may be acceptable to the Division.

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