

103417

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

**POSITION:** SENIOR YEARS, HEAD ADMINISTRATIVE ASSISTANT

**REPORTS TO:** School Principal

**INDIRECTLY SUPERVISES:** School Office Staff

**LOCATION:** All Senior 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;
- Reconciles and ensures the accuracy of a large amount of account balances which may include vocational, athletic, and arts programs;
- Requisitions and distributes supplies and equipment and monitors inventories;
- Tracks multiple budgets and provides account information to appropriate personnel;

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- Assigns, coordinates and plans workloads for office staff. Assists in the performance evaluation of all office staff;
- 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;
- 3-5 years related experience including supervisory 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 licence and daily access to a vehicle;
- Basic understanding of GAAP (Generally Accepted Accounting Principles);
- An equivalent combination of education and experience may be acceptable to the Division.

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