

834137

EXCLUDED SUPPORT STAFF JOB DESCRIPTIONS

POSITION TITLE: EXECUTIVE ASSISTANT

REPORTS TO: Secretary-Treasurer/Chief Financial Officer

SUPERVISES: N/A

JOB SUMMARY: To provide administrative support to the Secretary-Treasurer/Chief Financial Officer, the Board of Trustees and the Finance Department, and to contribute to the efficient operation of the Board Office.

KEY ACCOUNTABILITIES:

1. To prepare correspondence and materials including by-laws and promissory notes for the Board in consultation with senior administration; including organizing ballots for the inaugural and annual Board meetings and the new trustee orientation process.
2. To develop agendas, materials and minutes for Divisional and Board Meetings in consultation with senior administration.
3. To compile, maintain and file all Board and department documents, and to ensure historical records and archived materials are stored and retained according to policy.
4. To organize the calendar of the Secretary-Treasurer/Chief Financial Officer, coordinate meetings and schedule appointments.
5. To draft correspondence for the finance department as well as the Board.
6. To act as the initial administrative contact relating to the finance department and Board financial matters and procedural issues.
7. To organize and facilitate workshops, meetings, public forums, and employee and student events and celebrations.

ADOPTED	REVIEWED	REVISED	PAGE
22/Feb/05		6/Feb/24	1 of 3
Motion 04-02-05		Motion 02-04-24	

ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Great Schools for Growing and Learning

JOB DESCRIPTION:**AP5-2**

8. To assist in the preparation and monitoring of the annual budget process including providing budget analysis for salary projections and various budget considerations.
9. To research, draft, create, update and maintain policies and operational procedures as required and to be responsible for the Organizational By-Laws.
10. To register and assist Board members with conference registrations, reservations and accommodations.
11. To act as the Freedom of Information and Protection and Privacy Act (FIPPA) Coordinator for the Division, together with the Senior Executive Assistant, including receiving and responding to inquiries and FIPPA applications; researching and sourcing information; creating replies and coordinating materials within FIPPA guidelines.
12. To update and maintain lease contracts and correspond with legal advisors; and to assist in the audit process as required.
13. To analyze and complete journal entries for budgeting purposes; to assist with bank reconciliations, Board awards and grant payments; and to maintain insurance certificates and working papers for various accounts.
14. To administer the parking program for the Division and ensure collection of monies.
15. To assist the Payroll department as required including verifying payroll input, analyzing accounts and compiling Advance Notice of RRSP and Gratuity forms for teachers.
16. To act as a back-up for the Senior Executive Assistant.
17. To assume other responsibilities as required.

REQUIRED EDUCATION AND EXPERIENCE:

- College Diploma in Business Administration, Secretarial Science or related discipline
- Additional training in Accounting
- 10 Years related experience

ADOPTED	REVIEWED	REVISED	PAGE
22/Feb/05		6/Feb/24	2 of 3
Motion 04-02-05		Motion 02-04-24	

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- Ability to work overtime, and/or non-standard work hours as required to support Board office activities, events, and/or workload
- An equivalent combination of education and experience may be acceptable to the Division.

ADOPTED	REVIEWED	REVISED	PAGE
22/Feb/05		6/Feb/24	3 of 3
Motion 04-02-05		Motion 02-04-24	