

103406

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

POSITION: CONTINUING EDUCATION, HEAD ADMINISTRATIVE ASSISTANT

REPORTS TO: Manager, Continuing Education Program

INDIRECTLY SUPERVISES: Continuing Education Office Staff

LOCATION: Continuing Education

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

DUTIES AND RESPONSIBILITIES:

- Receives and deposits monies, calculates remittances, and prepares and maintains all necessary systems, reports, records, and files;
- Coordinates production and distribution of Continuing Education brochures as required;
- Processes continuing education course payments and reimbursements;
- Responsible for monthly account reconciliations;
- Requisitions and distributes supplies and equipment and monitors inventories;
- Tracks budgets and provides account information to appropriate personnel;

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- Assigns and coordinates workloads and assists in performance evaluations 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 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 license and daily access to a vehicle;
- An equivalent combination of education and experience may be acceptable to the Division.

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