

LL 103411

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

**POSITION:** **INTERNATIONAL EDUCATION, HEAD ADMINISTRATIVE ASSISTANT**

**REPORTS TO:** Manager, International Student Program

**INDIRECTLY SUPERVISES:** International Education Office Staff

**LOCATION:** International 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;
- Monitors, prepares and reconciles International Student accounts and outstanding receivables;
- Tracks and reconciles program revenues, expenses, prepaid expenses and deferred revenues. Reconciles ISP bank account;
- Performs weekly batch-out process for electronic payments received.
- Requisitions and distributes supplies and equipment and monitors inventories;

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**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**JOB DESCRIPTION:****AP3-31**

- Tracks budgets and provides account information to appropriate personnel;
- 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 completed foundation level bookkeeping/accounting;
- A strong understanding of revenue and expense recognition principles in required;
- Ability to handle cash and cheques;
- 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 licence and daily access to a vehicle;
- An equivalent combination of education and experience may be acceptable to the Division.

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