

#1558895

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

**POSITION:** **INFORMNET CLERK**

**REPORTS TO:** InformNet Principal

**SUPERVISES:** N/A

**LOCATION:** ESS

**JOB SUMMARY:** Processes and maintains InformNet's financial records, student information and purchasing requirements; provides administrative support to the administrators and contributes to the efficient operation of the office as a whole.

**DUTIES AND RESPONSIBILITIES:**

- Performs basic cost accounting activities;
- Identifies and ensures resolution of any anomalies or discrepancies in receivable accounts;
- Receives and deposits monies, calculates remittances, issues cheques, and prepares and maintains all necessary systems, reports, records, and files;
- Applies accounting techniques and standard practices and records financial transactions;
- Tracks budgets and allocates resources. Provides account information to appropriate personnel;
- Prepares journal entries and working papers, checks supporting entries;

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**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**JOB DESCRIPTION:****AP3-36**

- Maintains student data, and generates all related systems reports, records, files, and statistical information;
- Identifies and ensures resolution of any anomalies or discrepancies in student data;
- Provides guidance and mentoring to Division staff as well as junior staff (if applicable);
- Performs other related duties as assigned or as required.

**QUALIFICATIONS:**

- High school diploma plus additional course work in bookkeeping/accounting;
- Excellent computer and keyboarding skills;
- 3-5 years related experience;
- Demonstrated ability to communicate effectively with all levels of staff and the public and to handle confidential information;
- 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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