

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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ST. JAMES-ASSINIBOIA SCHOOL DIVISION
Great Schools for Growing and Learning

JOB DESCRIPTION:
AP3-13

- 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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