

**SCHOOL DISTRICT NO. 63
(SAANICH)**

JOB DESCRIPTION

CLASSIFICATION

Clerical

POSITION

SISP International Program
Assistant - Accounts

SUMMARY

Under the direction of the Principal of the Saanich International Student Program, is responsible for providing accounting and student intake process support to the Saanich International Student Program (SISP).

DUTIES

Accounting and Finance

- Maintains financial records in the SISP student database;
- Prepares routine journal entries for account coding accuracy, completeness of information and appropriate approvals;
- Liaises with School Board Office (SBO) district level finance department to support audit and related financial inquiries;
- Problem solves agent, parent, student, and educators, homestay financial issues as they arise
- Prepares monthly spreadsheets requested by the SBO including Mastercard
- Prepares annual student roll over and billing for returning students
- Assists with the analysis of the program's budget needs
- Prepares staff payroll for review by Principal

Accounts Payable

- Ensures that expenditure transactions are appropriate and properly coded to meet applicable accounting requirements.
- Distributes electronic fund transfers (EFT) cheques to payees
- Prepares detailed travel expense spreadsheets/travel expense claim forms
- Investigates and responds to queries regarding posted journal entries, deposit transactions and other expenditure/commitment transactions
- Processes payment of agent commissions

Accounts Receivable

- Oversees the invoicing, collection and accounting for the international student fee program, including tuition, medical, homestay, student activities, school based academies

- Collects cash, bank drafts, cheques, point of sale, Western Union and credit card payments
- Collects and processes funds related to various student activities;
- Follows-up on outstanding fees with SISP partners, including but not limited to, parents, students and agents

Student Record Management/Processes

- Supports the student intake process
- Supports clerical staff with medical and immigration documents, information for homestay placements and other issues including problem solving and coordination with schools, the Director of Finance, the Payroll and Benefits Manager, and BC Medical
- Generates complex documents, reports and confidential correspondence
- Answers, screens and refers inquiries to the programs appropriate department
- Remains current with Immigration, Refugee, Citizenship Canada (IRCC) international student eligibility requirements;
- Remains current with the BC Medical Service (MSP) and GuardMe Plan
- Develops and produces reports from the student database system
- Accesses My Education BC (MyEd) and produces timetables, and report cards;
- Composes, edits and produces communications with students, agents and parents as appropriate
- Updates and Maintains the Standard Operating Procedure Manual for the SISP program
- Produces and distributes Letters of Acceptance (LOA) and other relevant documents to agents/families
- Attends international program meetings and records minutes
- Maintains filing system (both electronic and hard copies) Orders office supplies and equipment

- ** Performs other assigned duties that are within the area of knowledge and skills required by the job description.*

QUALIFICATIONS

- Grade 12
- Three years' recent and related accounting experience
- Certificate in Accounting; Completion of Financial Accounting 1 and 2 required. Must demonstrate bookkeeping competency by passing a related school district assessment
- Minimum word processing speed of 50 W.P.M
- Broad knowledge of general office procedures
- Strong Competency in Excel
- Strong knowledge of Microsoft Office, including Outlook and Word
- Broad knowledge of web-based database management systems. I.e. The True North International Student System and MyEducation BC
- Demonstrated ability to work independently, multi-task and prioritize workload

- Demonstrated ability to compose effective business correspondence

** Or an equivalent combination of training and experience.*

DESIRABLE SKILLS

- Working knowledge of the SISP database
- Working knowledge of immigration policies and procedures
- Working knowledge of Medical Insurance; both MSP/GuardMe for long and short-term International students

DATE

December 2020