

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

**JOB DESCRIPTION**

**CLASSIFICATION**

Clerical

**POSITION**

School Accounts/Secretary

**SUMMARY**

Under direction of the School Administrator performs secretarial and accounting duties.

**DUTIES**

- Maintains accounting for public and non-public fund expenditures
- Prepares and checks purchase orders, cheque requests, codes invoices and expense claim requests
- Prepares and makes bank deposits
- Prepares and makes journal entries for public and non-public funds
- Records, updates and processes receipts for all school MasterCard transactions
- Monitors and reports on budget information
- Maintains and controls petty cash fund(s)
- Liaises with PAC members regarding funding requests and provides documentation for reimbursement
- Maintains records and creates invoices for outstanding fees
- Maintains communication with school staff and outside agencies regarding funding issues and financial arrangements (e.g. WSANEC school board)
- Enters and makes changes to student information in Student Database System
- Prepares and distributes reports on Student Database System
- Records and maintains student bus rider records/cards
- Maintains a record of field trips and costs
- Assists with technical support (e.g. password resets, printers, general computer/technical problems)
- Answers, screens and refers inquiries or takes messages by telephone and in person
- Assists with the purchase of equipment, software, hardware and supplies
- Types documents, reports and correspondence
- Organizes and maintains financial filing system
- Receives, sends and distributes mail
- Orders supplies and places service calls for office equipment maintenance

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

**QUALIFICATIONS**

- Grade 12
- Certificate in Accounting
- Two years related experience
- Minimum word processing speed 50 W.P.M.
- Working knowledge of general office procedures
- Working knowledge of basic computer software and hardware

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

**DATE**

March 2016