

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

JOB DESCRIPTION

CLASSIFICATION

Clerical

POSITION

Distance Education Secretary/Accounts

SUMMARY

Under limited direction of the Distance Education Administrative Assistant, provides secretarial and accounting support.

DUTIES & RESPONSIBILITIES

- Maintains school accounts (e.g. processes refunds, prepares and issues invoices, receives payment for invoices, reconciles accounts, etc.)
- Liaises with Ministries, district offices and schools regarding payments, refunds and credits
- Manages the petty cash fund
- Processes debit and credit card transactions and reconciles the account daily
- Types routine correspondence
- Maintains student account and file information on the Student Information System
- Reviews staff absence entries for accuracy and authorizes weekly for submission to the Payroll department; maintains staff holiday calendar
- Provides clerical support for the South Island Partnership program such as processing post-secondary registrations, maintaining student files and managing office and district spreadsheets; may attend SIP and district meetings
- Provides coverage for the Registration Secretary and Distance Education Administrative Assistant and other clerical staff during peak times

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

QUALIFICATIONS

- Grade 12
- Two years' related experience
- Certificate in Bookkeeping Fundamentals
- Minimum word processing 50 w.p.m.
- Working knowledge of accounting and general office procedures
- Working knowledge of basic computer software, spreadsheets, etc.

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

DESIRABLE SKILLS

- Knowledge of Distance Education procedures

DATE

December 2015