

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

**JOB DESCRIPTION**

**CLASSIFICATION**

Clerical

**POSITION**

Distance Education Accounts/ Academic Partnership Assistant

**SUMMARY**

Under limited direction of the School Administrator, provides administrative and accounting support to SIDES and administrative support for students enrolled in Academic Partnership Programs.

**DUTIES & RESPONSIBILITIES**

- Reviews staff absence entries for accuracy prior to authorizing at week's end
- Enters and documents employee changes (absences, new hires, assignment changes)
- Troubleshoots initial payroll issues/questions for employees
- Tracks and maintains records for teachers lieu time including time earned and time used. Monitors Teacher's Discretionary Day usage and EA's SSLIF hours submitted.
- Records, updates and processes receipts for all school MasterCard transactions
- Liases with Administration and the Administrative Assistant to ensure GL coding is accurate to the specific needs of the school
- Assists the Administrative Assistant in tracking PAC approved purchases
- Maintains school accounts (e.g. processes and reconciles refunds using school district fee management software, submits requests for cheque payment to the Finance Department, reconciles accounts, etc.)
- Liases with Ministries, district offices and schools regarding payments, refunds and credits
- Provides clerical support for the South Island Partnership (SIP) program such as processing post-secondary registrations, maintaining student files, submitting invoices for payment and managing office and district spreadsheets; may attend SIP and district meetings
- Processes SIP registrations, course mark entry and course finalizations in Student Information Systems (eg. MyEd, SIS and DCMS)
- Meets with District Career Teachers, Counsellors and Career Clerical support staff to discuss Partnership Programs and to ensure accuracy in processes
- Receives, process and mails Graduation Diplomas and Transcripts received from the Ministry of Education (MOE). Liases with Student Certification Support at the MOE to reconcile any errors or discrepancies found
- Maintains student account and file information on the Student Information System, including but not limited to; activations and finalizations in School and Ministry databases.
- Receives, posts and distributes CUPE job postings and CUPE Seniority Lists to SIDES CUPE support staff.
- Types routine correspondence

*\* 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
- Knowledge of South Island Partnership Programs at Camosun College

**DATE**

December 2024

December 2015