

Job Posting: Posting Detail

**Posting:** C2425/155      **Description:** School Accounts/Secretary  
**Start Date:** Dec 2, 2024      **End Date:**  
**Posting Date:** Nov 8, 2024      **Closing Date:** Nov 17, 2024 – 4:00pm

Location	Position	Assignment Type	Hours
Bayside Middle	School Accounts/Sec	Continuing	19.5
Bayside Middle	Student Monitor	Temporary	6.25

**School Accounts/Secretary - CONTINUING**

**Student Monitor - TEMPORARY**

**Current Shift:** 7:45am- 1:35pm Monday to Friday

(Includes 1/2 hour unpaid lunch) 10 months per year while regular classes are in session

Additional minutes per day are included in the 'Current Shift' schedule above, which staff are expected to work daily in lieu of the spring break closure week in order to allow employees in continuing and temporary assignments to be paid their regular pay during the spring closure week as per Letter of Understanding -Spring Closure Week.

**Pay Rate:** \$28.26 - Job 27

\$26.13 - Job 49

**End Date:** June 26, 2025 *Job 49 hours only*

**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. WSA NEC 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