

Job Posting: Posting Detail

Posting: C2526/200 **Description:** School Accounts/Secretary
Start Date: Apr 20, 2026 **End Date:**
Posting Date: Mar 13, 2026 **Closing Date:** Mar 29, 2026 – 4:00pm

Location	Position	Assignment Type	Hours
Royal Oak Middle	School Accounts/Secretary	Continuing	25

Current Shift - April to June 2026: 8:30am- 1:30pm Monday to Friday (*paid coffee break; no unpaid lunch break*)

Shift - Starting August 31, 2026: 8:30am - 2:08pm Monday to Friday (*includes ½-hour unpaid lunch*)

10 months per year while regular classes are in session

Schedule may be slightly flexible based on the needs of the school

Please note this position works one week after school ends each June and one week before school begins each Fall

Additional minutes per day are included in the 'Current Shift' schedule for the 2026/27 School Year 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 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