

Position Description

ACCOUNTING/EXECUTIVE ASSISTANT

POSITION SUMMARY:

Reporting to the Secretary/Treasurer, the Accounting Assistant is responsible for the Accounts Payable /Accounts Receivable, and Purchasing functions of Turtle Mountain School Division by ensuring timeliness in meeting obligation to suppliers/customers and the procurement of necessary goods and services in an economical and efficient manner. In addition, this position will provide executive/administrative support to Senior Administration and staff at the Division Board Office.

DUTIES AND RESPONSITILITIES: Accounting

1. Accounting (Accounts Payable/Receivable/General Ledger/Cash)
 - a) Responsible for Division purchases in accordance with purchasing policies and procedures, responsible for computerized accounts payable/accounts receivable modules and maintain current supporting records, prepare required month end journal entries, reconciliation of the monthly bank statements.
 - b) Provide data, analytical stats on all general ledger accounts when/if requested by the Secretary-Treasurer
 - c) Prepares and distributes the Workplace Safety and Health Committee agendas and minutes.
 - d) Responsible for depositing of all checks and cash received in accordance to Division receipting policies and Procedures
 - e) Booking division vehicles in for servicing upon request.

DUTIES AND RESPONSITILITIES: Executive Assistant

POSITION SUMMARY:

Reporting to the Superintendent/CEO, the Executive Secretary will be responsible to provide support to the Senior Admin and staff at the Division Board Office. The activities noted but not limited to are;

DUTIES AND RESPONSITILITIES: Executive Secretary

1. Executive Secretary (EIS, School Books, front desk, administrative support, special events, job postings, etc.)

1. Provide support to the Senior Administration, prepare responses to correspondence in final copy for the Senior Administration's signature
 - a) Develop and maintain a systematic filing system for all correspondence and office records.
 - b) Process all incoming and outgoing mail.
 - c) Prepare and distribute monthly calendars depicting school operational holidays and meeting dates of significance.
 - d) Provide administrative support to the education program, prepare guidelines and/or presentations developed by education committees under the direction of Senior Administration
 - e) Provide election support services to the Secretary-Treasurer including all necessary correspondence and perform other related duties in regards to school board elections. This is done once every four years.
 - f) Perform general office duties such as answering phones, reception, and copying.
 - g) Prepare the Boardroom and schedule the utilization of the divisional Boardroom.
 - h) Attend meetings as directed by the Superintendent/CEO for the purposes of recording minutes of the meetings.
 - i) Complete reports and implement special projects as requested by Senior Administration.
 - j) Maintain accurate lists of substitute teachers, educational assistants and school secretaries and distribute those lists to appropriate division personnel.
 - k) Support the application procedures for limited teaching permits, child abuse registry checks/~~and~~ criminal record checks.
 - l) Maintain up-to-date division policy and procedures manuals along with the updates of both the Division website and social media sites.
 - m) Prepare job postings, hiring letters and contracts for new employees and submit to the appropriate external/internal departments
 - n) Assist in the organization of special events such as employee length of service and retirement functions.
 - o) Maintaining Student Records and transcripts, Student Database Management system (Edsembli) and prepare EIS for processing and uploading to the Provincial Database.
 - p) Other duties as assigned.

