

SCHOOL DISTRICT No. 22 (Vernon) JOB DESCRIPTION

Position: Finance Administration Clerk
Job No: 248C

POSITION SUMMARY: Under the supervision of the Principal, International Student Programs or designate, the incumbent maintains responsibility for performing financial, administrative and departmental communication duties.

POSITION DUTIES AND RESPONSIBILITIES:

- Provide efficient and accurate word processing services including preparing a variety of material such as routine and confidential reports, newsletters, correspondence, forms, handbooks, manuals, and a variety of records. Process incoming and outgoing mail.
- Maintain a variety of files and records including archiving material as required.
- Receive, screen and direct phone calls.
- Maintain and monitor the department supplies and equipment inventories to ensure sufficient stock levels. Maintain inventory list of office equipment.
- Research suppliers, obtain prices and prepare requisitions and purchase orders and receive and verify invoices and the delivery of goods.
- Prepares departmental communications mediums for communication with staff, students and others and respond to inquiries and provide general information.
- Bookkeeping/accounting including monitoring department accounts for accuracy, variances to budgets, performing financial transactions, and maintaining records of all financial transactions.
- This position provides the administrative support for:
 - Preparing requests for refund of fees;
 - Preparing documents for MSP coverage;
 - Preparing payment requests to home stay families, agent fees, and other departmental expenditures for approval; and
 - Prepares requisitions for purchases and work order requests.

REQUIRED EDUCATION AND EXPERIENCE:

- Grade 12 plus six months of a post-secondary office or business administration certificate including basic accounting courses equivalent to Okanagan College BAC11 and BAC12.
- One year of recent successful experience in a school or district based position (or equivalent). which includes working with a student information system.
- Keyboarding 40 wpm.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to communicate effectively, both orally and in writing, with students, employees and the public.
- Proven computer skills to accurately and efficiently utilize standard office equipment and communication technology, word processing, database management and spreadsheet programs.
- Proven ability to operate the school administrative computer package.
- Proven organizational skills.

This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

Approved and authorized by the Secretary-Treasurer or designate:

Signature: _____

Date: April 20/21