

**SUPPORT STAFF PERSONNEL QUALIFICATIONS AND DUTIES****SCHOOL SECRETARY****PURCHASING/ACCOUNTING****1. Position Summary**

Under the general supervision of the Administrator(s) performs purchasing and accounting, secretarial and administrative duties, coordinating work assignments of assistant secretary(s). Assist staff, students, parents and visitors.

**2. Duties****a. Receptionist and Public Relations**

- Answer incoming calls, relay messages, receive visitors, answer callers' requests regarding school/division policies and coordinate appointments.
- Orient and assist substitute employees.

**b. Computer Functions**

- Set up and maintain school operating budget and school fund accounts, write cheques, journal entries, vouchers, receipts and prepare bank deposits, GST rebates and reimbursement claims.
- Reconcile cash receipts, cash disbursements and bank statements.
- Prepare purchase orders, maintain files, cross-check packing slips against purchase orders, check for correct charges, have invoices approved for payment by supervisor.
- Assist in preparation of graduation and awards night such as grad list, invitations, programs, diplomas, tickets, etc...
- Prepare reports such as weekly and bi-monthly employee management reports.
- Maintain/prepare records, statistical reports such as fire drills, maintenance requisitions, Divisional Calendar of Events

**2. Duties**

b. Computer Functions

- Word process items such as: compose routine correspondence, Child Guidance referrals, memos, letters, exams, newsletters, teacher evaluations, student and teacher information handbooks.

c. Attendance/Call back

- Receive calls from parents on absent students, record student attendance on office forms.
- Record reason for absence on student attendance form and advise teacher.
- Issue late slips, record names of students leaving school.

d. Office Management

- Train and direct assistant secretary(s).
- Organize and maintain office files.
- Open, sort and direct incoming mail.
- Order, maintain and distribute supplies, stamps, bus tickets/passes.
- Assess problem and call when machines need servicing.

e. Inventory

- Organize and maintain detailed records of school inventory such as all equipment, office machines, paper and office supplies.
- Record data in computer.
- Run inventory reports for insurance audit purposes.

f. Other Duties

- Coordinate clerical aspects of events such as: application for transportation, field trips, registration, teas, concerts, etc.

2. Duties

f. Other Duties

- Supervise students in the office area in the absence of the Administrator(s).
- Attend to emergent needs of students in absence of Administrator(s).
- Manage school petty cash account.
- Operate PA system.
- Photocopy
- Assist staff with office equipment and distribution of keys.

3. Education

- Grade XII
- One year Administrative Assistant course or equivalent to attain knowledge of word processing, keyboarding, basic accounting.
- Type 60 wpm.
- Use of office equipment such as computer, calculator, photocopier and fax machine.

4. Experience

- 2 to 3 years previous experience, plus two years on-the-job training which includes in-house computer training.

5. Physical Demands

- Intense visual and mental concentration, eye strain from computer and sitting for long periods of time.
- Unpack supplies as required.

6. Working Conditions

- Exposure to noise and frequent interruptions with conflicting demands and deadlines.
  
- Occasional after-hour attendance at educational seminars.

ATTACHMENT

**SCHOOL SECRETARY - PURCHASING ACCOUNTING**  
**May Perform some of the duties of School Secretary - Student Services**

**2. Duties**

b. Computer Functions

- Set up, scan and maintain student grades, attendance and course credits.
- Set up and maintain student courses, schedule and produce time tables.
- Set up and maintain student records and produce reports on all present, incoming and outgoing students.
- Assist in preparation of graduation and awards night such as grad list, invitations, programs, diplomas, tickets, etc...
- Prepare reports such as weekly and bi-monthly employee management reports.
- Produce annual/bi-annual Manitoba Education forms.
- Maintain/prepare records, statistical reports such as fire drills, maintenance requisitions, Divisional Calendar of Events.
- Word process items such as: compose routine correspondence, Child Guidance referrals, memos, letters, exams, newsletters, teacher evaluations, student and teacher information handbooks.

f. Other Duties

- Coordinate clerical aspects of events such as application for transportation, field trips, registration, teas, concerts, etc.
- Supervise students in the office area in the absence of the Administrator(s).
- Record and transcribe meeting minutes.
- Attend to emergent needs of students in absence of Administrator(s).

2. **Duties**

f. Other Duties

- Operate PA system.
- Photocopy.
- Assist staff with office equipment.