**BOARD OF EDUCATION**

**Saskatoon School Division No. 13**

**P O S I T I O N D E S C R I P T I O N**

**Position: ADMINISTRATIVE ASSISTANT – CENTRAL OFFICE (JORDAN’S PRINCIPLE)**

## **Immediate Supervisor: SUPERINTENDENT OF EDUCATION**

**Core Function:**

The Administrative Assistant – Central Office performs a variety of secretarial tasks in support of Jordan’s Principle funding at Central Office.

# **Duties and Responsibilities:**

1. Answers the telephone, provides information, receive and review Jordan’s Principle applications. Ensure all information is complete and follow up with school team for additional information.
2. Word processes a variety of reports, memos and other general and confidential correspondence.
   1. Create documents to ensure consistency with the Jordan’s Principle application process
3. Works with Microsoft Office programs (i.e. Excel, Word, Access, PowerPoint, Publisher) to create documents to support the work of Jordan’s Principle funding.
4. Maintains records of transactions, checks credit or expenditures against budget statements and may input data into the accounting system.
   1. Track approvals and reconcile monthly revenue for each student approved.
   2. Reconcile and balance costing sheets for payroll.
   3. Annually gather quotes from list of service providers.
5. Maintains files of records, documents and reports including those considered to be confidential in nature and relieves supervisors of administrative details.
   1. Maintain tutor and allied service provider lists and ensure yearly criminal record checks are complete.
   2. Send approvals to school teams and third-party service providers.
   3. Maintain filing system for all students.
   4. Liaison weekly or bi-weekly with ISC to review errors.
   5. Notify ISC of any students who have moved or changes in service providers and work with human resources to determine surplus of funding for current year.
6. Purchases supplies and equipment and maintains inventory.
7. Receives, sorts, stores, organizes, redirects or files deliveries of mail, materials, equipment and office supplies.
8. Assigned special functions which require some decision-making and are semi-independent in nature.
9. Performs such other tasks as may be required to meet organizational deadlines and objectives.

# **Qualifications:**

1. Grade 12 or equivalent;
2. Completion of a Diploma/Certificate program from a recognized business education program. A combination of education and work experience will also be considered.
3. Previous experience utilizing an accounting program is required.
4. Two years of previous related experience required.
5. Strong interpersonal, communication (both written and oral) and organizational skills.
6. Intermediate level knowledge of Microsoft Office products including Word, Excel, and PowerPoint.
7. Experience creating reports and communicating with Indigenous Services Canada (federal government) including submission of applications, liaison with schools/federal government, monthly reconciliation of funding and fiscal year end reporting preferred.
8. Knowledge of MySchoolSask, CLEVR and Edsby.

May 2022