

- Ability to work as a team player.

Supervision of Staff:

This position does not involve the supervision of staff.

Duties and Responsibilities:

Without restricting the generality of the general foregoing description, the Catholic Education Centre Office Clerk shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Be willing to engage in lifelong learning with respect to training, in-service and courses of study;
- Conduct oneself in a manner appropriate to an educational institution that provides services to children;
- Deal tactfully with staff and the public.
- Responsible for financial record keeping, filing and financial statement for the division budget, school budgets, public accounts and professional development budgets;
- Responsible for bank reconciliation;
- Responsible for general ledger input and reports;
- Responsible for substitute voucher processing;
- Responsible for accumulated sick leave records;
- Responsible for financial correspondence;
- Responsible for reconciliation of long distance telephone charges;
- Responsible for annual tenders for academic supplies, bus maintenance and fuel, contracted services, driver training, etc.
- Responsible for magazine subscriptions;
- Responsible for the Canadian Savings Bond program;
- Responsible for student transportation allowance;
- Responsible for year end documentation for auditors;
- Responsible for record keeping and payment of GST and PST;
- Responsible for certificated staff earned days off;
- Responsible for Division tenders;
- Responsible for assistance, when required, with telephone and visitor reception;
- Cross reference invoices received to purchase orders or other authorizations and audit invoice to insure accuracy and conformity to policy prior to entering data on the accounting system. Enter invoices in a timely manner to ensure that late or interest charges are not applied for late payment;
- Conduct cheque runs twice monthly and audit the cheque register to ensure the data entered is correct and includes all invoices scheduled for payment prior to finalizing the process and issuing cheques;
- Compile and file all backup documentation (requisition, purchase order, invoice, packing slip and cheque data);

- Input signatures on the cheques and forward the cheques to the Secretary-Treasurer for audit and approval;
- Audit the outstanding purchase order file, on a three-month basis, to ensure that they are still valid. Delete all purchase orders that are no longer valid from the system;
- Respond to Vendors and clients with respect to inquiries about payment of invoices;
- Band program tracking;
- CUPE Seniority - distribution to membership.

Confidentiality:

At no time should the Catholic Education Centre Office Clerk discuss in public information pertaining to employees or the operation of the Division. The Catholic Education Centre Office Clerk is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the School Division. Breaching confidentiality is a serious violation of acceptable conduct and *The Protection of Privacy Act*.

Independence:

The Catholic Education Centre Office Clerk is expected to work independently and take initiative.

Working Jointly With Other Staff On Common Assignments Or Tasks:

- The position of Catholic Education Centre Office Clerk involves working with other personnel on a daily basis.
- The Catholic Education Centre office Clerk works very closely with purchasing staff to resolve issues surrounding payment of invoices.
- The Catholic Education Centre Office Clerk responds to inquiries from Principals, School Secretaries, and Education Centre personnel with respect to invoice payments.

Responsibility for Quality Of Assigned Work:

The Catholic Education Centre Office Clerk receives only occasional general supervision and is solely responsible for the quality of the assigned work. The efficient and timely payment of accounts is critical to the accuracy of financial information and the reputation of the Board of Education.