

ROLLING RIVER SCHOOL DIVISION REGULATION

Administration Assistant – Finance and Accounts Job Description

GDAM/R

Position Title: Administration Assistant – Finance and Accounts

Reports to: Secretary-Treasurer

Job Purpose and Objectives

To contribute to the overall goals and objectives of the Rolling River School Division by providing administrative support to the Division Office.

To provide administrative support services to the Business / Secretary Treasurer Department, (Accounts, Payroll, Finance), and provide administrative support and perform and process accounts and payroll functions for the Division.

Education

The minimum education requirement for this position is graduation from grade 12 and a post-secondary diploma in Office Administration/Secretarial Science, or equivalent.

Additional Skills

Required:

- Ability to communicate effectively with people both orally and in writing
- Strong organizational skills
- Strong technology skills and knowledge and experience in word processing, spreadsheets, databases, and publishing applications

Preferred:

- Experience and training in Microsoft Office
- Completion of accounting or payroll courses
- Prior School Division payroll or accounting experience

Experience

A minimum of two years prior payroll or accounts processing experience or equivalent is required.

Key Duties and Responsibilities

To provide administrative support to the Division Office. The incumbent is assigned to support the finance, business and administration function of the Division and the payroll and accounts departments.

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To implement, perform, and maintain accounts procedures and payroll, benefits and, processes and documents and provide related administrative and financial analysis and support in the preparation of the annual budget.

- Provide clerical support to the Secretary-Treasurer / Business department (accounts and payroll) including sorting, copying, filing and distributing information as required
- Prepare and process accounts payable and cheque/payment issues
- Assist with accounts receivable preparation and processes and bank deposits
- Develop, complete data entry, and maintain statistical and monitoring reports, inventory and information
- Coordinate and maintain the Division Office petty cash fund.
- Research, coordinate, and complete Division Office supplies purchases and inventory activities
- Provide administrative and accounts support to Division office staff in purchasing and inventory
- Research, coordinate, and complete purchases and inventory activities for Division Office Managers and departments
- Complete and distribute accounts, payroll, and financial reports as required
- Perform back-up to other administrative support staff as required
- Other job-related duties as required

Comments

The incumbent is required to work effectively under pressure, within defines timeframes and with a variety of people in a team environment. He/she must be able to work well independently, be flexible, adjust to changing work assignments and deal with and maintain confidential information.

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Regulation: *Duties and Responsibilities for Administrative Assistant (Finance /Accounts /Payroll)*

Date Adopted: May 20, 2004

Date Revised: January 20, 2010

Date Revised: June 22, 2011

Date Revised: September 2, 2020

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Data Entry

Daily

- Accounts payable purchase orders, and invoices

Weekly

- Bank deposits
- Data entry of cheques and cash into database, and generate reports
- Data entry A/P invoices

Monthly

- Interdepartmental fuel charges

Clerical

Daily

- Copy material for Accounts Department
- Complete accounts filing
- Complete, distribute, and file Credit Applications for Vendors
- Forward, file, and update vendor file for direct deposit from vendors
- Print faxed invoices
- Act as a back-up to other administrative support staff in the Division Office
- Other duties as may be assigned

Weekly

- Prepare and process manual cheques
- Prepare, process, and distribute accounts payable cheques/direct deposits

Monthly

- Maintain fuel, heating, and electrical consumption statistics
- Process custodial orders for Divisional buildings
- Review and follow-up on completion of School Bank Reconciliations
- Complete Monthly Summary of Self-Assessed PST and Pre-aid Expense and attach copy of invoices to Monthly Summary

Annually

- Purchase order templates and directions for schools and colonies for new year (May/June)

Accounts/Purchasing

Weekly

- PO completion, processing, organization, and filing
- GST/PST calculation
- Purchase order, invoice coding, and distribution according to FRAME and Divisional coding manual

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- Organize and file MLRC purchase orders
- Approve MLRC purchase orders online, then print and file
- Maintain Division Office petty cash fund program
- Provide support to school-based staff on school funds accounts management and on School Cash Net program
- Complete and process purchases (purchase orders and credit card orders, MLRC orders, etc.) for Division Office Managers / Departments (Student Services, Superintendent, Secretary-Treasurer/Business Department, Maintenance, and Transportation)
- Monitor and rest batches within Atrieve

Weekly

- Minnedosa Archives cheque run and enter information into School Cash Net
- Process school credit card purchases
- Process and balance employee expense web every second week

Monthly

- Coordinate orders of Divisional supplies, research and cost purchases as required
- Code, distribute, and monitor MLRC purchases and Curricular Materials Grant
- Complete reconciliation for Division Office Staff Fund account (School Cash Net)
- Complete Minnedosa Archives Financial Statements and distribute to Archives Board prior to meeting
- Balance clearing liability account in Atrieve
- Ensure that all batches are closed at month-end
- Create transportation allowances and monthly rental invoices
- Monthly credit card balance, summary of statements, approval and posting
- Accounts payable statements investigation and follow-up

Annually

- Organize, coordinate and place annual Division paper order
- Provide secretarial support to school secretaries in year-end procedures for school funds (School Cash Net roll over)
- Audit School Fund accounts
- Deposit, review, and issue petty cash for schools
- Minnedosa Archives Yearly Financial Statements and rollover

Accounts/Purchasing

Seasonal/Semester

- Complete and distribute financial information/reports as required
- School Funds Financial Statements for March & June (collection of information, review, balance, and preparation)
- Purchase order clean-up in January and May and summer prior to year-end roll-over
- Vendor clean-up in July and January

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Continued

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Secretarial

Daily

- Typing, word-processing, publishing, spreadsheets, and databases for Secretary-Treasurer / Business department (Accounts/Payroll/Finance)
- Distribute correspondence and reports

Weekly

- Complete and distribute financial information/reports as required

Miscellaneous

Daily

- Act as a back-up to other administrative support staff in the Division Office
- Other duties as may be assigned