

TITLE: School Board Office Receptionist/Receivables Clerk  
SECTION: School Board Office  
REPORTS TO: Assistant Secretary-Treasurer

SUMMARY:

Under the general supervision of the Assistant Secretary-Treasurer, provides clerical, reception and accounting services in the District Office.

DUTIES:

1. Responds to and provides various routine information to frequent inquiries from the public, staff and parents utilizing computer databases.
2. Assists Finance Department in routine tasks such as processing cheques and statements and preparing journal entries, invoices, receipts and bank deposits.
3. Assists the International Student Program and Transportation Department with reconciling and tracking of accounts receivable balances and payment.
4. Assists Human Resources Department with routine tasks such as receiving, distributing and filing leave forms and receiving and recording employment applications.
5. Processes postal and courier mail.
6. Types a variety of letters, forms and memoranda.
7. Assigns and maintains e-mail accounts and provides support for the voice processing/telephone system.
8. Operates standard office equipment including a personal computer, telephone recording system, postage meter, photocopier, fax machine and provides first-line maintenance as required.
9. Provides backup coverage to the Accounting Department as required.
10. May, on occasion, be required to perform other job-related duties as assigned.

## QUALIFICATIONS:

Education - the applicant must have completed

- Grade 12
- Supplemented by successful completion of courses in secretarial training of a duration of up to 12 months
- Supplemented by successful completion of the first level of a recognized accounting program or equivalent.

Skills - the applicant must have

- Intermediate computer skills and experience with a multi-line telephone switchboard

Experience - the applicant must have

- Experience in a clerical position for a period of up to 3 months.
- Experience in high volumes of accounts payable and accounts receivable for a period of up to 3 months.

Other - the applicant must

- Be able to follow established methods and procedures that are well defined and/or detailed.
- Show tact, courtesy and discretion in dealing with people in the course of his/her duties.
- Acknowledge the need for confidentiality with regard to information seen and/or heard in the course of his/her duties.

**JOB EVALUATION**

COVERING

**SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)**  
(EMPLOYER)

AND

**CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 5101**

**ADVICE OF RATING**

EMPLOYEE NAME:	
JOB TITLE:	17 - School Board Office Receptionist/Receivables Clerk
LOCATION:	School Board Office
EFFECTIVE DATE:	

This is to advise that the rating for the job to which you have been appointed is as follows:

**JOB RATING**

Factor	Edu	Exp	Jud	A/D	Phy	Dex	Acc	Saf	Sup	Con	W/C
Degree	4	4	2	3	3	4	3	1	1	3	2
Total Points	283										

RATING CLASSIFICATION: LEVEL	10
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