

Revised: April 20, 2016

TITLE: Transportation Billing and Receivables Clerk
SECTION: School Board Office – Transportation
REPORTS TO: Assistant Secretary-Treasurer/Transportation Supervisor

SUMMARY:

Under the general supervision of the Assistant Secretary-Treasurer and Transportation Supervisor, provides clerical/accounting services to the Finance and Transportation Departments.

DUTIES:

1. Works closely with the Transportation Supervisor to create and maintain accurate passenger lists, data and routes using district transportation software.
2. Responds to and provides information on inquiries from the public, staff, students and parents regarding fee for service student transportation.
3. Registers parents for a variety of payment options which includes set-up and maintenance of bank files for monthly payments.
4. Prepares, verifies, codes and processes invoices utilizing information in the transportation and district software.
5. Receives and collects payments and records receipts in the district's financial software.
6. Verifies and issues and monitors transportation ridership passes.
7. Issues statements of account and follows up on payments including collection of non-payments and delinquent accounts.
8. Coordinates day pass system.
9. Works closely with the Tech Department to monitor and implement any new software and/or software changes relevant to the Transportation Department.
10. Receives and processes school bus registration forms and maintains the database which track the movement of pupils on regularly scheduled routes.

11. Provides reception services to the Transportation Department by answering telephones, relaying messages, directing visitors and responding to routine inquiries.
12. Provides relief for the Transportation Dispatcher and performs transient and emergent back-up duties for the Transportation Department.
13. Maintains and updates District bus routes and mileage information.
14. Receives requests and maintains records for the School Board Office van usage.
15. Responds to emergency, breakdown, schedule and/or changes situations providing appropriate direction and/or instructions, utilizing the radio communication system.
16. Maintains Transportation Department website page.
17. Verifies and processes staff credit card purchases.
18. Orders and maintains requisitions and disburses transportation supplies and equipment.
19. Provides secretarial services including data entry, typing letters, reports and forms, which are confidential.
20. Advises parents of injury or illness to students as required when required.
21. Relieves the Transportation Supervisor of administrative detail by independently handling responsibilities associated with operating the Transportation office which includes directing, assigning and monitoring other clerical staff and provides assistance for casuals on call when required.
22. Reconciles transportation fee revenue accounts.
23. Maintains listing of accounts receivable accounts.
24. Compiles and collates data for district reports when required.

25. Performs transient and emergent back-up duties for the Finance and Transportation Departments.
26. Operates standard office equipment including a personal computer, telephone recording system, photocopier, fax machine and provides first-line maintenance as required.
27. 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, or equivalent
- Supplemented by successful completions of accounting courses of a duration of up to 12 months, or equivalent

Skills – the applicant must have

- Intermediate computer skills
- Experience with a computerized accounting system

Experience – the applicant must have

- Experience in a secretarial position for a period of greater than 6 months
- Experience in a large scale accounts receivable and bookkeeping role for a period of greater than 6 months

Other – the applicant must

- Be able to follow established methods and procedures, but exercise independent judgment as required
- 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
- Monitor office staff, under the direction of the Transportation Supervisor.

APPENDIX A

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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:	84 – Transportation Billing and Receivables Clerk
LOCATION:	Transportation
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	5	4	3	3	2	4	3	1	1	3	3
Total Points	311										

RATING CLASSIFICATION: LEVEL	12
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