

## **ACCOUNTS/PAYROLL ASSISTANT**

### **General Position Description**

1. The Accounts/Payroll Assistant provides accounts payable and accounts receivable services for the School Division and some clerical duties for the Secretary-Treasurer. The Accounts/Payroll Assistant operates under the daily supervision of the Secretary-Treasurer.
2. This person operates as part of the Swan Valley School Division Office Team to provide efficient and effective service for Senior Administration and the School Division. The Divisional Office Team operates under the daily direction of the Secretary-Treasurer.

### **Responsibilities and Duties**

1. Perform the day-to-day processing of accounts payable to ensure vendor payments are up to date.
2. Entering purchase orders as required and monitor and follow up on outstanding orders.
3. Assist the Secretary-Treasurer by providing support with accounts receivable; typing and mailing invoices and following up on account collections as required.
4. Maintain an efficient, current and accessible filing system for accounts payable (e.g. purchase orders, statements, cheques and petty cash).
5. Communicate with suppliers, schools, departments and office personnel - in person, by phone or email - in a manner both to enhance the efficient and business-like operation of the accounts payable department and to create a good public relations image.
6. Operate as a member of the Swan Valley School Division Office Team to maintain an efficient and effective telephone system, to respond to other cross-related tasks that may be identified by the team or Senior Administration.
7. Payroll/HR Manager program (e.g. monthly leaves, sick leave monitoring and cross reference school month end forms, as well as yearly printouts and compiling data).

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8. Payroll support to Payroll/Benefits Clerk – payroll correspondence, keying payrolls, teacher verification, preparing invoices, monthly remittances, various reports, teacher seniority and salary advices.
  9. Generate and maintain a directory of all staff by building location and mailing addresses.
  10. Limited Teaching Permits – application, contact employee for required documents.
  11. Other related duties as may be assigned from time to time.
  12. Co-chair of Office Social Activities.

### **Skills and Qualifications**

- Strong interpersonal skills; working as part of a team
- Excellent verbal and written communication skills
- Strong organizational skills
- Demonstrated accounts payable and payroll data entry skills with a great attention to detail and accuracy
- Working knowledge of accounting principles, procedures and practices
- Ability to prioritize and manage time to ensure deadlines are met
- Strong computer skills and experience working with accounting software applications, Microsoft Office (including Budget Presentations)

### **Employment Requirements**

- Diploma in a recognized Accounting or related Program (or an equivalent combination of academic and practical experience)
- Minimum of two years related experience