



SCHOOL DISTRICT 78

FRASER-CASCADE

EVERYONE PULLING TOGETHER

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HOPE, B.C.
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Phone (604) 869-2411
www.sd78.bc.ca

EXEMPT STAFF VACANCY

Posting Date: September 21, 2021

EXECUTIVE ASSISTANT TO THE SECRETARY TREASURER - FINANCE & DATA MANAGEMENT

EXCLUDED POSITION

LOCATION: DISTRICT EDUCATION OFFICE

Summary:

Reporting to the Secretary Treasurer, this position is responsible for providing various general and highly confidential secretarial, administrative and financial services for the Secretary Treasurer, using both computerized and manual systems.

Lead role for data management for the district through the use of MyEducation BC, EdPlan Insight and other data reporting tools.

Financial Management and Support

- Prepare and enter journal entries for adjustment to financial data
- Assist in the preparation of financial reports to the Board, Community and Public
- Prepare quarterly GST Reports, scholarship letters, T4A summaries and bank reconciliations
- Prepare invoices for reimbursement by various organizations
- Maintain filing system and calendar for the office of the Secretary Treasurer
- Prepare and distribute agendas and all attachments for all committee meetings organized by the Secretary Treasurer's office (Budget Advisory Committee, Operations and Finance Committee, Policy Committee). Record and prepare meeting minutes and distribute appropriately

Data Management

- Lead role in all aspects of MyEducation BC – L1 support
- District contact for the Ministry of Education Data Management Unit
- Maintains files and records, including student enrollment statistics, producing reports as required
- Implements changes on student data systems between schools and the district office for district standardization
- Prepares and delivers training programs to schools and district staff as required
- Provides help desk service to staff in the use of the student data management system
- Maintains, manages and trains staff on the use of EdPlan Insight

- Data reporting – monthly enrollment reporting, class size and composition, 1701 and other required data sets
- Prepare student achievement data reports and statistical reports as needed
- Assist with the submission of the Ministry of Education Data Collections

General Duties and Responsibilities:

- Work independently using sound judgement to handle all matters of confidentiality as required by the Secretary Treasurer 's office
- Provide information within the district and to the public regarding School District and Ministry of Education policies, regulations and procedures in response to a variety of inquiries, using tact and discretion, remaining knowledgeable of community issues
- Attend a variety of Board, Administrative Meetings, committee and agenda setting meetings
- Compose and prepare correspondence; take/transcribe dictation/minutes using a variety of methods; design/type/format/edit and/or proofread a variety of materials
- Prepare various reports and other documents using Microsoft Office software and perform a wide variety of administrative tasks, requiring independent judgement and action
- Required to work various hours of the day to accommodate meetings and activities that may fall outside of normal working hours
- Support matters related to the Schools Protection Program
- Assist the Secretary Treasurer with FOIPPA requests
- Maintain the electronic master of the School District Policy Manual, arranging for publishing and distribution of new or revised policies and administrative procedures
- Perform a variety of functions re: booking meetings, including arranging catering, providing information to delegations and presenters
- Assist with the updating of the school district website
- Perform other duties as assigned which are within the area of knowledge and skills required by the job description

Required Qualifications and Experience:

- Grade 12 Graduation, supplemented by successful studies at a college or business school level covering office administration, secretarial services, and advanced computer skills in the areas of word-processing, data management, and electronic communications
- Courses in book keeping and/or financial management
- Well-developed minute taking and agenda preparation skills including office experience working in a confidential capacity
- Ability to meet deadlines and work with minimal supervision
- Superior secretarial, analytical, organizational, interpersonal and communication skills
- Ability to set priorities, work independently, adapt processes and procedures, manage multiple projects, analyze data and prepare correspondence and reports
- Demonstrated experience handling sensitive information with appropriate discretion and maintaining confidentiality of such information
- Flexibility, innovation and the ability to work independently and as a member of a team
- Strong knowledge of computer software (Microsoft Office suite programs: Word, Excel, Access, PowerPoint, Teams, 365)
- Working knowledge of MyEducation BC, EdPlan Insight

- Experience working in the education field is preferred
- Good command of written/spoken English (grammar, spelling, punctuation)
- Minimum keyboarding speed of 60 wpm

Further information may be obtained by contacting the Assistant Superintendent, Ms. Renge Bailie, reng.bailie@sd78.bc.ca

Please provide a cover letter, resume, list of three references and any supporting documentation by:

Tuesday, September 28, 2021 at 4:00pm.

Email: reng.bailie@sd78.bc.ca