

School District No. 53 (Okanagan Similkameen)
Job Description

JOB TITLE: DISTRICT RECEPTIONIST

JOB NUMBER: 213

RESPONSIBLE TO: Secretary Treasurer or Designate

JOB SUMMARY: Under the supervision of the secretary treasurer or designate, the district receptionist greets callers and visitors, and performs a variety of clerical tasks.

ILLUSTRATIVE EXAMPLES OF JOB DUTIES AND RESPONSIBILITIES:

1. respond to enquiries and take/relay messages;
2. provide support and assistance to staff;
3. operate office equipment and software to maintain correspondence, spreadsheets, reports and electronic calendar;
4. verify and process district office and school petty cash requests
5. process accounts receivable invoices, receive/receipt money, and prepare/deliver bank deposits;
6. verify and input payables including quick pay vouchers, transportation assistance, employee expense claims, journal entries, and manual cheques;
7. verify, sort, prepare, file, maintain, and distribute documents;
8. send, receive, sort and distribute mail;
9. monitor/maintain inventory and place/receive/verify supplies and equipment orders;
10. ensure daily back-up is complete;
11. participate in job-related training and staff development;
12. communicate positively and effectively, and interact as a collaborative and consultative team member;
13. understand and act in accordance with school and district policies and procedures, district Health & Safety Manual and WorkSafeBC regulations;
14. maintain confidentiality; and
15. other duties as assigned.

REQUIRED QUALIFICATIONS:

1. grade 12 plus six months of post-secondary administrative assistant certificate including accounting and relevant computer courses;
2. six months relevant office experience obtained within the last two years;
3. demonstrated ability to keyboard accurately at 40 wpm;
4. demonstrated knowledge of software including, spreadsheets and databases;
5. ability to take direction from the supervisor and work as part of a team;
6. effective communication skills in verbal, written and electronic format;
7. strong problem-solving and organizational skills; and
8. physical ability to perform all aspects of the position.

Rev July 23, 2020

Note: Clear criminal record checks are required prior to employment with the district.