

JOB OPPORTUNITY

Calgary Board of Education Staff Association

ADMINISTRATIVE SECRETARY POSITION DESCRIPTION

This 12-month position is a seconded position, as per Article 35 of the Staff Association Collective Agreement.

Applicant will work from the Staff Association Office - #3, 1915 – 32 Avenue N.E., Calgary.

PURPOSE AND ACCOUNTABILITY

This position will work in collaboration with the Chairperson, Manager, office staff and the Board of Directors of the Staff Association in ensuring smooth operation of the office in order to provide excellent customer service to the membership. Reporting to the Chairperson, the purpose of this position is to provide secretarial, clerical and reception duties and to coordinate the financial transactions of the Staff Association. Coordinates clerical and secretarial coverage for the office.

MAJOR RESPONSIBILITIES

1. Serves as administrative secretary in the office of the CBE Staff Association. Provides reception services, relays messages, makes appointments and refers inquiries to appropriate source. Sorts and refers mail including email, answering routine correspondence as necessary. Coordinates appointments, meetings and conferences.
2. Ensures provision of clerical and secretarial support to chairperson, manager and Board of Directors. Ensures coverage of office as required. Analyzes workload and workflow and recommends changes to Chairperson in order to balance workload.
3. Maintains inventories and completes requisitions for supplies, equipment and services.
4. Responsible for operation of communication systems, duplicating and office equipment. Arranges maintenance and service as necessary.
5. Processes and verifies staff absentee and vacation records.
6. Processes and verifies Board of Director substitute replacement records. Word-processes staff-related correspondence. Prepares reports and summaries as requested by the Staff Association executive.
7. Is responsible for the documentation, maintenance and confidentiality of Staff Association files.
8. Assists in preparation and scheduling of meetings and conferences. Makes bookings, arranges transportation and catering if necessary, prepares and sends out notices to Board of Directors and/or membership.

9. Responsible for producing and maintaining collective agreement, bylaws, policies manual, newsletter, webpage, etc. as required.
10. Responsible for processing fan-out messages to all worksites as directed by the chairperson.
11. Maintains membership data-base and produces membership cards as necessary.
12. Schedules conference and meeting room bookings in the Staff Association office. Maintains a tracking system for the use of codes, keys and equipment.
13. Maintains accurate and up-to-date financial records, assists the in the preparation of an annual budget and audit, provides pertinent financial data when requested, monitors spending and provides reports to the Secretary/Treasurer when requested.
14. Ensures the accurate and timely receipt, recording and depositing of all cash and other negotiable items, prepares journal entries and accurate monthly financial reports, as well as maintains accounts receivable and accounts payable, issues cheques.
15. Prepares and issues payment of payroll for Staff Association employees as required. Is expected to remain current with both Federal and Provincial tax requirements regarding payroll to ensure accurate and timely remittances as required.
16. Verifies payment statements for seconded employees and substitutes for Directors.
17. Performs other assigned duties as required to meet team objectives and goals.

QUALIFICATIONS

High school completion with courses towards a post-secondary Office Professional or Accounting diploma or certificate. Three years related secretarial and bookkeeping experience in a varied office environment with demonstrated ability to work independently. Equivalent combination of education and experience will be considered. Excellent keyboarding skills with emphasis on accuracy is required. Proficiency in a Windows environment using Microsoft Word, Excel, PowerPoint, Outlook and Quick Books. Demonstrated ability to relate to members, co-workers and the public. Strong written and verbal communication skills, as well as the ability to work independently, multi-task, and relate positively to others is necessary. Well-developed communication and organizational skills are required. Responsible to work with minimal supervision and maximum flexibility.

COMPETITION CLOSES: Friday, April 7, 2006

**Please email resume to: Cathy Evanochko, Vice-Chair, Staff Association at:
clevanochko@shaw.ca**