

## **Staff Development Fund Clerk Position Description**

### **Purpose and Accountability**

The purpose of this position is to administer the CBE Staff Association and PSS Staff Development Funds. This position is accountable for accurately and efficiently approving and processing funding applications in accordance with the Staff Association guidelines. This position is also accountable for the accurate maintenance and reconciliation of the Staff Association staff development fund expenditure reports and financial records and for providing efficient and professional customer/support services regarding the staff development funds. This position may also provide general support to facilitate the workflow of the Staff Association office. This position will be under the direct supervision of the Chairperson of the Staff Association.

### **Major Responsibilities**

1. Reviews applications to the Staff Association/PSS Staff Development Funds for compliance with the Staff Association Staff Development guidelines. Refers special and or unusual circumstance applications or appeals for consultation with the Staff Association Staff Development Committee. Notifies, in writing, the successful and the unsuccessful applicants ensuring tact and diplomacy at all times.
2. Through an established framework, processes staff development fund applications in a timely manner. Analyzes information on the application to ensure that all the required information has been provided, including, but not limited to, appropriate approvals and signatures.
3. Reviews, verifies, processes and reconciles expense reports including foreign exchange conversions.
4. Maintains an accurate and up-to-date database of all approved applications, expense reports and the eligibility list that illustrates staff who have received funding and the date at which they will again be eligible for funding.
5. Provides general customer service regarding the Staff Association/PSS Staff Development Funds to applicants by assisting interested applicants in choosing the correct application form and provide the appropriate information regarding the staff development fund deadlines.
6. Liaison with the Staff Association/PSS Staff Development Committee. Recommends guideline revisions to Staff Association Staff Development Committee to improve the efficiency of application process and to increase accessibility for applicants.
7. Updates guidelines and information packages annually after consultation with the Staff Association Staff Development Committee.
8. In consultation with the appropriate Staff Association Director, updates and keeps current the Staff Association website and information on public folders.
9. Verifies and reconciles monthly financial bank statements.
10. Prepares financial reports and forecasts for the Staff Association Board of Directors and the CBE as required.
11. May provide general support to Staff Association office personnel and provide additional office coverage as required when Staff Development Fund workload allows.
12. Performs other related responsibilities as required.

## **Qualifications**

High school diploma. Successful completion of one year of courses towards a post-secondary office administration diploma, with courses in bookkeeping/accounting. Three years related experience in a variety of organizational settings. Previous experience with budget record maintenance and financial report reconciliation required. Demonstrated knowledge of a large public education system as well as familiarity with office/school work settings a definite asset. An equivalent combination of related education and related experience may be considered. Demonstrated strong communication and interpersonal skills. Demonstrated strong time management and organizational skills. Demonstrated competencies in utilizing word processing, spreadsheet and database computerized applications such as Microsoft Office (Word, Excel, Access) and electronic mail proficiency using Microsoft Outlook. Demonstrated knowledge in website management and ability to use Front Page or other website software would be an asset. Demonstrated ability to organize and accurately maintain filing systems for efficient and current access to information. Ability to work independently, following the Staff Association bylaws, policies & procedures, and the Staff Development Fund guidelines. Ability to work in a rapid work environment and with time sensitive deadlines. Ability to work in a team environment. Ability to work with confidence with people at all levels within and outside the organization is essential. Demonstrated strong tact and diplomacy skills. Demonstrated ability to maintain confidentiality. Personal suitability.