

Clerical Coordinator

BULLETIN NUMBER:	371/E/24	DATE POSTED:	June 27, 2024
SCHOOL:	LOUIS RIEL SCHOOL DIVISION NORBERRY BOARD OFFICE		
COMMENCING:	As soon as can be arranged		
COMPENSATION:	\$56,210 - \$63,107 annually		
HOURS:	35 hours per week, 12 months per year		

JOB SUMMARY:

Reporting to the Manager of Accounting, this position requires the incumbent to develop standardized administrative procedures for implementation across schools in Louis Riel School Division and to provide support and training to schools to ensure these tasks are performed accurately, consistently, and timely. The incumbent serves as the primary contact point for schools in relation to enquiries about administrative policies, procedures, practices, and application systems. The incumbent will be responsible for 5 key areas: accounting, HR, payroll, student fee management (School Cash), and student record keeping (PowerSchool). In relation to these areas, their duties are described in each of the responsibilities below.

RESPONSIBILITIES AND DUTIES:

Responsibilities will include, but not be limited to:

- Support schools in performing accounting, HR, payroll, student fee management, and student record keeping duties.
- Provide training on accounting, HR, Payroll, student fee management, and student record keeping administration to schools.
- Perform other relevant duties, as required.

QUALIFICATIONS (EDUCATION AND SKILLS):

Education/Certification/Training

- Completion of a minimum 1-year college diploma or certificate program in Accounting, Business Administration, Bookkeeping or a related discipline.
- An equivalent combination of relevant experience, training and education may be considered.

Experience: Knowledge, Skills, & Abilities

- Solid understanding of accounting functions, policies, procedures, and practices.
- Clerical and/or accounting experience is an asset.
- Experience using Enterprise Resource Planning (ERP) systems or accounting software such as Microsoft Dynamics is an asset.
- Proficiency in Microsoft Office Suites (Word, Excel, PowerPoint, and Outlook).
- Strong numerical and analytical skills.
- Strong verbal and written communication and presentation skills.
- Strong interpersonal skills to work with all levels of stakeholders.
- Strong problem-solving and customer service skills to handle enquiries tactfully.
- Strong organizational and time management skills to prioritize and complete multiple tasks by deadline.
- Strong sense of initiative and commitment at work.
- Strong work ethics to demonstrate professional integrity and confidentiality.
- Ability to work both independently and in a team environment.
- Ability to adapt to technological changes and learn continuously.

CONDITIONS OF EMPLOYMENT:

- Satisfactory Criminal Record Check, including Vulnerable Sector Search.
- Clear report from the Child Abuse Registry.
- Completion of Respect In School or equivalent training.
- Review and comply with Divisional policies and guidelines.
- Valid Manitoba Driver's License and access to a reliable vehicle.
- Continued employment is subject to maintaining legal eligibility to work in Canada.
- Ongoing commitment to Divisional Professional Development in the areas of Diversity, Equity, Inclusion, and Technology.

APPLICATION PROCEDURE:

The Louis Riel School Division is committed to employment equity and accessibility. We encourage applications from members of equity-seeking groups with diverse abilities, backgrounds, cultures, identities.

- Apply by using the LRSD online submission process at www.lrsd.net.
- Include in your resume and cover letter your strengths and abilities and clearly define how you meet eligibility for the role.
- Identify the names and contact information of three references.
- Address cover letter and resume to Staff Services, Louis Riel School Division.
- Quote the Bulletin Number on the application; a separate application is required for each job bulletin.
- Upload your resume and cover letter as one document.

We thank all applicants for their interest. Only those selected for further consideration will be contacted.

APPLICATION DEADLINE:

4:00 p.m., Friday, July 12, 2024.

LRSD.NET

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