

**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 create/maintain correspondence, spreadsheets, databases, 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 process payables including quick pay vouchers, transportation assistance, employee expense claims, invoices, and manual cheques;
7. create and process approved journal entries;
8. verify, sort, prepare, file, maintain, and distribute documents;
9. send, receive, sort and distribute mail;
10. monitor/maintain inventory and place/receive/verify supplies and equipment orders;
11. ensure daily back-up is complete;
12. keep current by participating in job-related training and staff development;
13. communicate positively and effectively, and interact as a collaborative and consultative team member;
14. understand and act in accordance with school and district policies and procedures, district Health & Safety Manual and WorkSafeBC regulations;
15. maintain confidentiality; and
16. other duties as assigned.

REQUIRED QUALIFICATIONS:

1. grade 12 plus post-secondary education in accounting and relevant computer technology;
2. six months relevant office experience obtained within the last two years;
3. demonstrated ability to keyboard accurately at 55 wpm;
4. demonstrated knowledge of software including word processing, spreadsheets and databases;
5. demonstrated ability to 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.

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