



## JOB DESCRIPTION BUSINESS SUPPORT

NAME:	SCHOOL:
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This is a generic job description the intent of which is to provide employees with a description of 95% of their job duties with room for modification as needed to suit individual position variances. Modifications to the job description must be within the parameters of the classification description (see Classification Manual for classification description). Job descriptions will be reviewed by the employee and the administrator as necessary.

**DUTIES AND RESPONSIBILITIES:** As part of the office team, the Business Support is responsible for the efficient and economical operation of the financial and material resources within the school. Business Support is an effective communicator with excellent organization, prioritization, time-management, and public relation skills.

### Responsibilities:

- ☐ Responsible for the school's accounting; including accounts payable, accounts receivable, bank deposits, bank reconciliation and month end financial statements, budget, purchasing and inventory control functions.
- ☐ Prepare standard and specialized financial reports and to approve or reject specific transactions within established guidelines.
- ☐ Monitor activities and identify issues and potential problems and either take independent action or provide recommendations to school administrative staff for resolution.
- ☐ Prepares year-end reports to submit to the Education Centre.
- ☐ Manages the collection and administration of all student fees.
- ☐ Maintains internal controls and safeguards for receipt of payments and communicates these controls to school administrators and staff.
- ☐ Updates and implements all approved business policies and accounting practices.

### Professional Responsibilities, Job Knowledge and Communication:

- ☐ Specialized knowledge of accounting principles and complete knowledge of school practices and division policies related to functions supported.

- ☐ Knowledge of both school administrative and program operations.
- ☐ Requires analytical and problem-solving skills and the ability to balance diverse and, occasionally, conflicting demands.
- ☐ Required working knowledge of office practices and procedures.
- ☐ Work is performed with considerable independence within established policies and general objectives.
- ☐ Knowledge of school administrative and program operations is applied to develop and implement record keeping processes and systems.
- ☐ This position interacts with all staff.
- ☐ Positions provide functional expertise to internal communities and may represent the school interests within the division.
- ☐ External contacts extend to vendors, parents and service providers and involve resolving problems, explaining requirements, and obtaining information.
- ☐ As per guidance from the Principal, liaises with the school's financial institution(s) and investment managers allocates the schools' finances accurately.
- ☐ Works closely with Finance and Purchasing departments at the Education Centre.
- ☐ Demonstrates and models a genuine appreciation for, and understanding or protocol, discretion, and professionalism in Lethbridge School Division.
- ☐ Understands and efficiently utilizes the technologies used by the school and Lethbridge School Division.
- ☐ Embraces and models the use of 21<sup>st</sup> Century contemporary and/or emerging technologies within Lethbridge School Division and actively engages in professional learning opportunities.
- ☐ Collaborates with internal and external agencies to achieve the goals of the department and Lethbridge School Division as a whole.
- ☐ Promotes an atmosphere of mutual respect and appreciation for individual differences, all staff, students, families, and community members, regardless of race, ethnicity, culture, gender, faith, nation, or spoken language, within the school division.
- ☐ Promotes a welcoming, caring, respectful, and safe work environment.

#### Leadership Ability, Engagement and Decision Making:

- ☐ Function in an expert/advisory role to administrative staff within their area of responsibility.
- ☐ Positions act in an advisory/expert role to school administrators to provide information, interpret policies and resolve routine and non-routine problems.
- ☐ May provide functional support to other school staff within the areas of responsibility.
- ☐ Offers suggestions to supervisor(s) and other team members to efficiently manage day to day tasks and assigned projects.
- ☐ Takes initiative to identify efficient ways for managing the school's resources.
- ☐ Resolves challenging situations with guidance from the Principal or Administrative team.
- ☐ Collaborates with team members to identify efficient workflow in the school office.

#### Goal Setting and Time Management:

- ☐ Supports the Principal and Department heads in all areas of financial duties such as tracking department budgets, running financial reports, and reporting grant programs.
- ☐ Participates in annual budgeting and planning processes with school administration.
- ☐ Monitor's progress and changes in finance-related matters and informs school administration in a timely manner.
- ☐ Organizes, prioritizes, and completes all tasks by assigned deadlines.
- ☐ Provides timely response to requests by Lethbridge School Division staff, students, and affiliated agencies.

#### Employee Safety/Health Management:

- ☐ Understand my role as an employee as it relates to Occupational Health and Safety and comply with all legal requirements for safety and health, as they pertain to the workplace.
- ☐ Completes all Occupational Health and Safety training modules as provided by the Division.
- ☐ Reports hazardous conditions, near-misses and accidents both inside and outside the Division to ensure the safety of safety of Division staff and community.

- ☐ Completes accurate and timely reporting of employee incident, accident and hazard reporting using Division-directed tools and procedures.

*The preceding job description is a general outline of essential duties and responsibilities preformed by employees within this classification. The job description may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job. Please note if duties and responsibilities change, the job description will be reviewed and is subject to change.*

*Other duties specific to the position:*

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*SIGNATURES:*

*ADMINISTRATOR*

*EMPLOYEE*

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*DATE:*

*DATE:*

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