

2.0. Human Resources

2.B. Position Descriptions

Finance Assistant

Policy Reference: EL-1.2

Reviewed by Committee: August 26, 2025

Under the direction and supervision of the Secretary-Treasurer, the Finance Assistant shall be responsible for assisting the operation finance department. The finance assistant operates in a divisional office team that provides efficient and effective service within the office as well as providing service to the entire school division. The Finance Team operates under the daily direction of the Secretary-Treasurer.

RESPONSIBILITIES AND DUTIES:

Payroll

1. Adept in running at least one payroll stream for each payroll cycle.
2. Ability to step in to run all payroll streams on as needed basis.
3. Support all other functions of the payroll administrative assistant

Accounts Payable and Receivable

4. Ability to step in to run accounts payable on an as needed basis.
5. Ability to step in to run accounts receivable on an as needed basis.
6. Support all other functions of the accounts payable administrative assistant.

Training

7. Will be able to support training of new roles in the financial department

General

8. Attend job-related meetings and training sessions as required.
9. Type correspondence for Senior Administration as required.
10. Communicate with division office personnel – in person, by phone or by correspondence – in a manner both to enhance the efficient and business-like operation of the financial department and to create a good public relations image.
11. Operate as a member of the division office team to maintain an efficient and effective telephone system and to respond with other cross-related tasks that may be identified by the team or senior administration.
12. Perform other related duties as may be assigned.