



10. Processes department mail by opening, sorting and distributing as appropriate. Provides clerical assistance in departmental projects such as creating fillable PDF forms, spreadsheets and word documents as directed. Organizes office supplies and keeps track of inventory, ordering supplies as needed or requested.
11. Provides relief for accounts payable matching (invoice to packing slips), coding invoices to appropriate GL accounts and following up with vendor statements.
12. Assists with the preparation of tax receipts and documentation for donations received.
13. Performs other assigned comparable duties within the scope of knowledge, skills and abilities required by the position.

**REQUIRED KNOWLEDGE, ABILITY AND SKILLS:**

1. Successful completion of Grade 12 and general courses or training at the post-secondary level in bookkeeping and office procedures. An equivalent combination of formal education and experience is acceptable.
2. Six months clerical and bookkeeping experience in an office environment.
3. Proficiency with personal computers and a variety of software packages including word processing, spreadsheet, and database applications.
4. 40 wpm keyboarding skills with a high degree of accuracy.
5. Demonstrated ability to communicate effectively and harmoniously with staff, parents, and outside agencies.
6. Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.
7. Ability to complete a high volume of work and handle confidential information with discretion.

**JOINT COMMITTEE MEMBER'S SIGNATURES:**

	
	