

**SCHOOL DISTRICT #42
Maple Ridge - Pitt Meadows**

JOB DESCRIPTION

JOB TITLE: **International Education Registration
 and Accounting Clerk**

DATE: **August 2022**

REVIEWED: **June 2023**

PAY GRADE:

LOCATION: **Int.Ed. Department
 Riverside Centre**

Summary: Working under the supervision of the Principal of Riverside Centre and the Manager of International Education, creates and maintains registration information for international students attending in the district, and provides comprehensive accounting support to the department.

Duties:

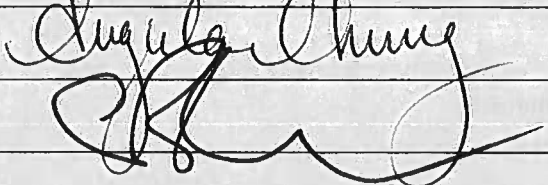
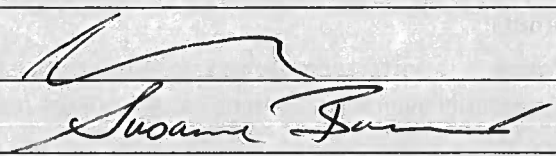
1. Issues correspondence related to the program's Letter of Acceptance for fee paying students, as approved by the Principal or Manager, and invoices students.
2. Generates correspondence such as Letters of Acceptance; generates and coordinates the notarization of custodianship documents and issues receipts for fees paid as required.
3. Codes and processes all expense reports for the International Education department.
4. Reviews and verifies accounts payable and accounts receivable information.
5. Identifies, resolves, and reports accounting discrepancies concerning invoices, purchase orders, payments, petty cash and other related transaction documents, and acts as the first point of contact in problem-solving issues that may arise.
6. Ensures Homestay payments are produced and remitted on time by reviewing the accounts payable register for accuracy and completeness in preparation for the electronic fund transfer files.
7. Verifies commission invoices for accuracy in alignment to agent agreements prior to remitting for payment.
8. Invoices agents in accordance with their contract. Receives tuition and other payments and issues receipts. Follows up on outstanding accounts receivable with various stakeholders, including but not limited to agents, parents, and students.
9. Monitors and checks validity of District departmental budget accounts. Prepares documents including reimbursement, budget and expenditure transfer requests, requisitions, and purchase orders.
10. Prepares reports, records, and statements by gathering and selecting data and information not necessarily available. Searches and analyzes resource material.
11. Maintains student files in the database including enrollments and extensions.
12. Handles inquiries and gives out information, acting as a liaison between Homestay, Principal, manager, and agents.

13. Supports the new student orientation, which includes tasks such as preparing materials, collecting documents, doing attendance counts, and following up on any missing students.
14. Performs other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this position.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Successful completion of Grade 12 plus one year post-secondary office administration certificate or equivalent combination of education and experience; including courses in bookkeeping/accounting, records management, and computer skills.
2. A minimum of 2 years of administrative experience in a business office environment.
3. Proficiency with Excel spreadsheets, database management systems, and word processing applications, with keyboarding skills at 50 net wpm.
4. Sufficient knowledge of database systems to extract information and create ad hoc reports.
5. Knowledge of good records management practices, including creating, storing and retrieval access.
6. Solid skills in organizing and prioritizing work to ensure timely completion in a busy environment often under pressure and multiple demands.
7. Demonstrated ability to communicate effectively, with tact and diplomacy both verbally and in writing, with staff, students, parents, agents, and other stakeholders.
8. Demonstrated ability to work at the level of independence, and with the degree of initiative and attention to detail appropriate to the position.

JOINT COMMITTEE MEMBER'S SIGNATURES:

	
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