

The **EASTERN TOWNSHIPS SCHOOL BOARD**
is seeking candidates for the following position

OFFICE AGENT CLASS I – Full-time
Taxation & Financial Services

NATURE OF WORK

The principal and customary work of an employee in this class of employment consists in performing a variety of administrative duties of a complex nature according to established methods and procedures.

CHARACTERISTIC FUNCTIONS

The employee in this class of employment ensures that the applicable practices, regulations, directives, policies, methods and procedures are respected. To do so, he or she drafts, prepares, creates, verifies and follows up on invoices, purchase orders, receipts, lists and various registers, such as payroll, absence, leave or taxation registers, funding requests, statistics, statements, forms, inventories and any other administrative report, table or document of the same nature; in this context, gathers, validates and compiles the necessary data.

He or she keeps accounting books, makes journal entries, reconciles accounts, receives payments at a counter, in the mail or by direct payment, makes payments and deposits, codes expenditures, keeps a petty cash and makes purchases of a nominal value; compiles budget data, participates in preparing the budget of a unit or a department and conveys budget balances.

He or she contacts persons in and outside the school board to obtain or provide information related to his or her duties, determines deadlines, makes practices and regulations known and conveys decisions. He or she drafts correspondence related to his or her duties.

As instructed, the employee carries out administrative operations related to aptitude tests and administers the tests.

The employee uses a computer and various software required to perform his or her duties related to word processing, database entry, spreadsheets and in-house programs; he or she carries out research on the Internet; uses e-mail. He or she may be required to help, on occasion, colleagues with the common software and programs used.

If need be, he or she performs any other related duty.

REQUIRED QUALIFICATIONS

Schooling and experience

Hold a Diploma of Vocational Studies (DVS) in accounting, a Secondary School Diploma or a diploma or an attestation of studies recognized as equivalent by the competent authority and have one (2) year of pertinent experience.

School Board requirements

- Bilingual
- Knowledge in Computer Software: Word, Excel, Outlook, database
- Good interpersonal skills
- To possess solid accounting principles

Selected candidates may be required to complete an evaluation of accounting skills to be eligible for this position

Supervisor: Coordinator of Financial Services
Schedule: 35 hours/week 8:30-4:30
Starting Date: September, 2020
Salary: \$20.76 - \$23.25/hour

Please send your application in writing by 4:00 pm, on September 14, 2020 to:

hr@etsb.qc.ca

Eastern Townships School Board
340, Saint-Jean-Bosco, Magog, Qc J1X 1K9
FAX: (819) 868-3821

Equal opportunity for all