



## Job Posting – Administrative Assistant – Unionized Position

This administrative position reports directly to union members and the President. The candidate collaborates with the Executive and Delegates committee and teachers as needed. This work requires candidate be in an office setting.

### **Required experience**

- 3 to 5 years of working as an administrative assistant. Direct experience with a President or Board of Directors would be an asset;
- Daily dealings with employees of an English-speaking school board, experience required in French and English;
- Experience working with a financial system similar to SAGE;
- Experience with payroll and retirement benefits management;
- Exceptional knowledge and experience with Microsoft Office 365, particularly Word and Excel;
- Experience using and booking with Zoom or Teams would be an asset;
- Responds to all telephone messages, verifies emails and files the requests;
- Prepares correspondence, memorandums and union release letters requested by the Presidency;
- Prepares the agendas, the minutes of meetings for delegates and executive, the monthly and quarterly meetings and for the annual AGM;
- Sends communications to delegates and executive and maintains contact lists to ensure they are up to date;
- Photocopies requested documents;
- Edits and responsible of translation of various communications to membership into French;
- Ensures all booking and reservations for meetings;
- Makes sure the maintenance of all office equipment is current and orders supplies for office equipment;
- Responsible for the office voicemail and ensures that messages are provided to the President and advises of the urgency of calls.

### **Accounting-related tasks**

- Verifies the accuracy of incoming invoices and creates expense reports and issues payment for the invoices;
- Upon jointly signed cheques by the President, enter the data into the accounting software records;
- Prepares bank deposits and bank reconciliations;
- Prepares and calculates monthly remittances to Provincial and Federal sources;
- Arranges monthly REEGOP statements;
- Assembles RL-1 and T-4 slips annually;
- Prepares the REEGOP and CNESST annual reports;
- Responsible for payroll;
- Updates and prepares the monthly medical benefits report;
- Prepares a monthly cheque report for approval by the executive committee;

### **Accounting-related tasks (continued)**

- Verifies Term deposits and makes the President aware of due dates;
- Works in collaboration with the Treasurer on quarterly reports for presentation to the Executive and Delegates committees;
- Compiles and prepares annual documents for the accounting firm;
- Provides any answers as requested from accounting firm and provide details to allow the closing of the fiscal year;
- Prepare the Balance sheets necessary for the Treasurer and the Accountant.

### **Managing Professional Development for Teachers (if no experience, willingness to learn)**

- Receives all applications for professional development and verifies applicant's prospectuses;
- Checks the availability of funding per teacher on yearly-allotted amounts;
- Once the requests for participation approved by the School Board and the union development coordinator send the approval notices;
- Receives all expense reports and professional development receipts, verify their accuracy, completes a reimbursement request for each teacher and electronically scan all receipts;
- Enters data from participation requests and reimbursement requests in an Excel spreadsheet for presentation at professional development parity meetings;
- Responds to individual requests from teachers regarding the status of their participation/reimbursement/balance request.

### **Parental rights file (if no experience, willingness to learn)**

The employee will be responsible for the Laws and regulations for maternity and parental benefits of employment insurance (residents of Ontario) and the Quebec Parental Insurance Plan in relation to parental rights, and this within the limit of his competences.

#### Benefits

- Work schedule of 35 hours per week according to the collective agreement;
- Included retirement plan; employee and employer contributions according to the collective agreement;
- Potential Bilingualism bonus according to collective agreement
- Medical plan according to collective agreement
- Four weeks of vacation upon hiring, increases based on seniority according to collective agreement

### **To apply**

Please send a cover letter and your resume to [wqta-aeoq@videotron.ca](mailto:wqta-aeoq@videotron.ca) and to [gforget@wqsb.qc.ca](mailto:gforget@wqsb.qc.ca).

Please not only selected candidates will be contacted. Thank-you for application and interest in this job offer.