



ADMINISTRATIVE CLERK JOB DESCRIPTION

POSITION

Administrative Clerk for the Catholic Education Association of Yukon

SUMMARY

The Administrative Clerk reports to the designated supervising Officer, that is, the Chair or the Secretary-Treasurer. The Administrative Clerk is responsible for providing administrative services to the Association.

RELEVANT GOVERNANCE DOCUMENTS:

- CEAY Bylaws (amended April 26, 2016): Part 9, s. 43 to 46; Part 3, s. 18(2) (a) (I), s. 20
- Yukon Societies Act

RESPONSIBILITIES

ADMINISTRATIVE

- Keep copies of the Association's Certificate of Incorporation, Constitution and Bylaws, Special Resolutions and other governance documents
- Keep a register of members and committees
- Keep records of members' attendance at meetings
- Keep accurate minutes of meetings and record all motions, recommendations and decisions
- Record all corrections to minutes
- Keep digital and paper copies of minutes
- Distribute copies of minutes to members after meetings
- Complete and file required annual paperwork and forms to Corporate Affairs and Yukon Department of Education
- Present reports at meetings as itemized on the agenda.

FINANCIAL

- Keep full and accurate accounts of all the Association's organizational receipts and disbursements
- Receive and deposit all monies to the Association's bank account
- Disburse all monies as directed by the Executive
- Act as a signing officer, along with two Executive members, for cheques and other documents upon a motion from the Executive
- Present regular reports to the Executive on the Association's financial state
- Work with the Chair and Secretary-Treasurer, and when appropriate, the Executive Director, to facilitate all financial business of the Association; finalize and monitor the annual budget
- File the necessary financial reports and audits to Corporate Affairs and Yukon Department of Education

OTHER

- Other duties as may be assigned by the Association

QUALIFICATIONS

- Good listening and writing skills
- Attention to detail
- Good organizational skills
- Experience in basic bookkeeping and tracking of financial transactions
- Working knowledge of word processing and spreadsheet computer programs
- Have access to a personal computer/laptop, phone and internet service

REMUNERATION

- \$150.00 monthly

Please contact ceayukon@gmail.com or chair.ceay@gmail.com for further information or to submit your application.