

ROLE OF SECRETARY TREASURER

Background

Guided by the District's vision, values and strategic issues, the Secretary Treasurer will assist the Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in provincial statutes and regulations, and Board policy.

The Secretary Treasurer is the senior financial officer of the District and is responsible for the business operations of the District.

The Secretary Treasurer participates in the planning, development and execution of the annual budget. Under limited supervision conducts and coordinates complex professional budget and accounting work involving the research, analysis, preparation and maintenance of financial information for financial reporting and audit purposes.

Procedures

1. Knowledge, Skills and Abilities

- 1.1 Comprehensive knowledge of government accounting, auditing and financial reporting.
- 1.2 Knowledge of Generally Accepted Accounting Principles and Governmental Accounting Standards.
- 1.3 Thorough knowledge of automated budget and accounting systems, operations and procedures.
- 1.4 Ability to create and implement budget and financial reporting procedures designed to comply with generally accepted accounting practices and to improve operations.
- 1.5 Ability to prepare various financial and operational reports.
- 1.6 Ability to plan, coordinate and direct the work of subordinates.
- 1.7 Ability to establish and maintain effective working relationships with outside contacts, officials, school administrative assistants, principals, directors and other District employees.
- 1.8 Ability to assemble and organize complex data.
- 1.9 Ability to work independently on responsible and complicated administrative assignments.
- 1.10 Ability to compose effective and accurate correspondence.
- 1.11 Ability to quickly learn procedures used to report information and maintain records.

2. Performance Responsibilities

2.1 Leadership Practices

- 2.1.1 Is viewed positively and has the support of those with whom he/she works most directly in carrying out his/her responsibilities.
- 2.1.2 Works to achieve goals approved by the Superintendent for his/her department and the District.
- 2.1.3 Monitors the achievement of the goals established for the department and the District related to the duties of this position.
- 2.1.4 Develops and implements a personal professional development plan for his/her ongoing professional improvement.
- 2.1.5 Provides supervision, evaluation and supports to individuals and departments reporting to this position.

2.2 Financial Operations

- 2.2.1 Acts as the bonded agent of the District, with signing authority in all legal and financial matters relating to the District as requested by the Superintendent.
- 2.2.2 Directs the development and implementation of the annual and long-range budget cycles for the District in a manner that is consistent with standard accounting procedures, and legal and ethical requirements.
- 2.2.3 Provides for the fiscal management of revenues and expenditures in accordance with organizational goals (including school-based decision-making) and statutory requirements.
- 2.2.4 Assists in the development of budget systems and procedures; works with District staff to develop and implement automated budget processes.
- 2.2.5 Submits to the Ministry all required financial documents (i.e., Annual - and Amended Annual Operating Budget(s) Audited Financial Statement).
- 2.2.6 Provides quarterly reports to the Superintendent regarding the financial operations of the District.
- 2.2.7 Assists school sites with preparation of budgets and the management of their financial affairs.
- 2.2.8 Prepares all budget documents.
- 2.2.9 Analyzes departmental budget requests for assessment of budget needs. Supervises employees in the areas of purchasing, budgeting and financial reporting.
- 2.2.10 Reviews the disbursements of all monies and control of expenditures for the District's capital projects to ensure appropriations are not exceeded.
- 2.2.11 Monitors activity appropriations for spending; advises supervisors of the availability of annual appropriations.
- 2.2.12 Assists the administration of the annual audit, which includes analysis, development and summarization of all school funds.

- 2.2.13 Assists in the implementation of generally accepted accounting principles relating to District operations.
- 2.2.14 Assists in the implementation of all Government Accounting Standards relating to District operations.
- 2.2.15 Maintains District debt service schedules and prepares periodic financial reports on payments for principal, interest and handling fees.
- 2.2.16 Assists in budgeting for activities relating to the grants received by the District.
- 2.2.17 Attends Board meetings and work sessions on budget and other related financial matters.
- 2.2.18 Prepares fixed asset schedules at year-end for auditors.
- 2.3 Plant Operations and Maintenance
 - 2.3.1 Ensures sufficient and appropriate insurance is maintained for all operations and buildings.
 - 2.3.2 When required, coordinates meetings of maintenance and cleaning staff to enhance job performance (e.g. improved cleaning products).
- 2.4 Student Transportation
 - 2.4.1 Ensures that District vehicles are safe and well maintained.
 - 2.4.2 Arranges for the transportation of students.
- 2.5 Board and System Relations
 - 2.5.1 Submits Board reports in an accurate and timely manner in preparation for regular Board meetings.
 - 2.5.2 Establishes and maintains positive professional working relations with the Board and all staff.
- 2.6 Other Administrative Responsibilities
 - 2.6.1 Supervises and evaluates departmental personnel.
 - 2.6.2 Develops, reviews and updates the school-based budget manual.
 - 2.6.3 Participates with the Superintendent in negotiations related to collective agreements.
 - 2.6.4 Assists the Superintendent with the preparation of the Strategic Plan.
 - 2.6.5 Negotiates agreements with outside agencies as required.
 - 2.6.6 Assumes responsibility for accessing and administering funds for school construction and modernization.
 - 2.6.7 Serves as a representative on steering committees established for building projects.
 - 2.6.8 Coordinates and attends to any legal matters relating to the business operations of the District.
 - 2.6.9 Maintains and safe keeps the minutes, records and documents of the Board.

- 2.6.10 Ensures the maintenance, transparency and access of records in accordance with the Freedom of Information and Protection of Privacy legislation.
- 2.6.11 Maintains professional relationships with District staff, parents and affiliated individuals, groups or organizations.
- 2.6.12 Performs other duties consistent with the position as assigned by the Superintendent.

3. Evaluation

Performance on this job will be evaluated in accordance with Board policy and administrative procedures for evaluation of central administrative staff.

Legal Reference: *Sections 22, 23, 65, 85 School Act*