
DUTIES OF SECRETARY-TREASURER

Position

Secretary-Treasurer/Chief Financial Officer of The Swan Valley School Division, reporting to the Superintendent.

Role

Through the Superintendent/CEO, the role of the Secretary-Treasurer is that of Secretary, Treasurer and Business Manager in the Division. The Secretary-Treasurer shall work under the authority of the Superintendent/CEO to assist with the Administration of the financial and business affairs of the Division; correspondence and records of the Board of Trustees and to assist the Board, Superintendent, Schools, Maintenance and Transportation to meet the objective of the Division and the needs of the students served by the Division, subject to the resources available to the Division.

Education

- CPA accounting designation or equivalent university designation.
- Computer knowledge and accounting systems knowledge.

Experience

- Demonstrative administrative and supervisory ability, including the ability to work in a supportive manner with staff and the public.
- Demonstrated experience in working with accounting, purchasing and payroll within an office setting.

Supervision Received

- Reports to the Superintendent.
- Performance review as per job description to be completed by the Superintendent, after the first year in this position and every four years thereafter.

General Responsibilities

1. To the Board of Trustees:

- 1.1. To establish and maintain a strong working relationship with the Board of Trustees.
- 1.2. To attend all meetings of the Board, as required, and to act as secretary to the Board, while in session and to report on finance and correspondence, as required. In cooperation with the Superintendent, to prepare Board Meeting Agenda and to administer and implement decisions of the Board of Trustees, as enacted.
- 1.3. To assist the Board Negotiation Committees by providing information and analysis as well as recording and preparing negotiation materials as required.
- 1.4. Through the Superintendent, act as the financial and business advisor to the Board and make recommendations to the Board regarding policies or decisions with respect to those areas within the Secretary-Treasurer's jurisdiction.
- 1.5. To act as signing officer of the Board.
- 1.6. To Act as Secretary-Treasurer of the Board of Trustees and perform the duties of this position as called for under the provisions of the Public Schools Act.
- 1.7. To perform such other duties as may be assigned by the Superintendent and/or the Board of Trustees.
- 1.8. To assist the Trustee Pension Committee in the administration of the Division Nonteaching Pension Plan.

2. To the Division Operations, through the Superintendent:

- 2.1. To provide for the preparation, through to approval of the annual Division budget and to monitor and report on the budget on a regular basis to the Board of Trustees and to the Department, as required. To ensure that the method of accounting and monitoring

of the Division budget is consistent with the Department FRAME regulations through to the annual audit and to provide reporting and to monitor school level budgets and accounts so as to ensure the same consistency.

- 2.2. To prepare and submit reports to the Minister, statements and such other information regarding the Division as may from time to time be required by the Minister or by statute in such form as may be prescribed by the Minister.
- 2.3. To present to independent auditors all necessary documents, working papers, reconciliation, schedules and inventory reports, as may be required by them.
- 2.4. Maintain custody of all funds of the Division and directs the handling of cash receipts and disbursements.
- 2.5. Ensure that all Division operating grants and capital grant claims are properly submitted and payment is received.
- 2.6. Direct and/or supervise the billings of all non-resident students on a timely basis and handle any correspondence relating to same.
- 2.7. Ensure the collection of non-resident fees and other receivables and maintain proper ledger control.
- 2.8. Ensure that payments of accounts within the Secretary-Treasurer's jurisdiction are properly made and report all payments to the Board of Trustees for subsequent approval on a regular basis.
- 2.9. Direct and/or supervise the preparation of all payrolls, payment to all full time and part time personnel in accordance with salary schedules as negotiated.
- 3.0. To act as a Purchasing Agent for the Division and to assist the Division departments and schools with purchasing and tendering procedures.
- 3.1. To direct and/or supervisor the disposal of property with a value less than \$1,000.00 and to coordinate the procedures for the disposal of property over this value.

-
- 3.2. To assist the Superintendent in administration of the Building Operations and Transportation Departments in the areas of capital projects, budget control and consultative support.
 - 3.3. To review and sign contracts and agreements involving the Board's signing officers in areas dealing with construction contracts, collective agreements, shared service agreements, teacher contracts, by-laws and financial agreements, etc.
 - 3.4. To ensure that school fund accounts are reviewed on an annual basis and prepare reports for individual schools and for the Superintendent and the Board of Trustees.
 - 3.5. To serve as Officer Manager in terms of technical equipment planning, maintenance and supplies and as day-to-day supervisor within the Division Office.
 - 3.6. To maintain membership in appropriate professional associations and participate in the activities and work of such associations, so as to further personal professional development and thereby benefit the School Division.
 - 3.7. To represent the Division and/or to assume responsibility, along with the Coordinator of Student Services for decisions, in the absence of the Superintendent from the Division.