

Position: Assistant Secretary-Treasurer

Department: Senior Administration Department

Reports To: Secretary-Treasurer

Job Summary

Through the Secretary-Treasurer, the role of the Assistant Secretary-Treasurer is to manage a broad range of accounting, finance, payroll, benefits, and HR functions. The Assistant Secretary-Treasurer is a hands-on, mid-level management role responsible for supporting the financial and business administration of the Division, supervising finance staff, and supporting the Secretary-Treasurer, Board of Trustees, and school operations in achieving the strategic and operational objectives of the Division.

Education

- Degree in Accounting, Finance, or Business Administration (preferred) or a related diploma to the Division's satisfaction.
- Completion of a professional accounting program designation (CPA, CGA, CMA, CA or equivalent) or nearing completion of same.
- Advanced computer knowledge, financial system administration, and strong technology-driven analytical capabilities.

Experience

- Minimum of five (5) years of progressive, hands-on experience in accounting and financial management, preferably in a school division, public sector, or municipal environment.
- Demonstrated supervisory experience with the capability to effectively train, mentor, and foster professional growth within a finance team.
- Broad and practical financial skill set including accrual accounting, complex reconciliations, and payroll processing.
- Direct knowledge of and experience handling foundational Human Resources and benefits administration matters.
- Experience with internal audits, school fund accounts management, and provincial grant administration processes is considered a strong asset.

Supervision Received

- Reports directly to the Secretary-Treasurer.
- A performance review shall be completed by the Secretary-Treasurer after the first year in this position, and every four years thereafter.

General Responsibilities

1. To the Board of Trustees and Secretary-Treasurer:

- 1.1. To establish and maintain a strong, supportive, and professional working relationship with the Board of Trustees, Secretary-Treasurer, and senior leadership team.
- 1.2. To maintain strong school board relations and provide direct administrative support at board meetings as required by the Secretary-Treasurer.
- 1.3. To actively support the Secretary-Treasurer in all areas of administrative, financial, and business affairs of the Division.
- 1.4. To assist with collective agreement administration and provide the Secretary-Treasurer and Board Negotiation Committees with accurate financial analysis, costing, and prepared negotiation materials as required.
- 1.5. To perform such other duties as may be assigned from time to time by the Secretary-Treasurer or Superintendent.

2. To the Division Operations, under the direction of the Secretary-Treasurer:

- 2.1. To support, coordinate, and administer the Division's annual budget development process, aligning budgets with the expectations of Board leadership.
- 2.2. To evaluate underlying assumptions and data inputs for operational and capital budgets, analyze and evaluate the operational implications of budget variances, and recommend corrective actions to senior leadership.
- 2.3. To prepare, analyze, and present timely and accurate financial statements, including accompanying note disclosures, capital budgets, and reporting packages for both internal management and external regulatory bodies.
- 2.4. To perform and manage daily hands-on bookkeeping operations, complex reconciliations, accrual accounting processes, and rigorous internal audits to maintain financial compliance and integrity.
- 2.5. To oversee, process, and manage payroll and employee benefit plans on a timely and accurate basis, ensuring compliance with relevant collective agreements, legislation, and salary schedules.
- 2.6. To direct and supervise office staff, specifically including the Accounts/Payroll Assistants and the Payroll & Benefits Clerk, fostering a detail-oriented, supportive, and efficient workspace.
- 2.7. To train, mentor, and evaluate finance staff, ensuring team members are thoroughly trained on financial platforms, payroll processing, and internal control systems.

- 2.8.** Select, implement, optimize, and maintain advanced payroll and school fund management systems, while evaluating financial information system controls, validating data integrity, and establishing protocols that ensure confidentiality, security, and compliance with provincial privacy legislation.
- 2.9.** To coordinate and oversee capital expenditure budgets and ensure rigorous financial tracking, auditing, and ledger controls of capital projects.
- 2.10.** Develop and evaluate financial feasibility models for major capital proposals, facility expansions, or infrastructure acquisitions.
- 2.11.** To monitor, review, and reconcile individual school fund accounts on an annual basis, preparing reports for the individual schools and the Secretary-Treasurer.
- 2.12.** To represent the business office and assume administrative decisions within the Secretary-Treasurer's jurisdiction during the temporary absence of the Secretary-Treasurer from the Division office.
- 2.13.** To assist with the annual audit and financial statement registration.
- 2.14.** To research and evaluate non-routine and routine accounting transactions and draft accounting working papers in accordance with PSAS and FRAME regulations.
- 2.15.** To apply cost-classification and cost-management methodologies to analyze operational processes (e.g., transportation, maintenance) and recommend cost-saving or process-improvement opportunities.
- 2.16.** Evaluate the design and operating effectiveness of internal controls and IT application workflows to identify control deficiencies, assess risk exposures, and design robust risk-mitigating procedures.