

471 SECRETARY-TREASURER / ASSOCIATE SUPERINTENDENT

Identifying Information

Position Title:	Secretary Treasurer
Classification Title:	Support Staff
Department:	Central Office
Reports to:	Superintendent of Schools
Position Supervises:	Transportation Supervisor, Assistant Secretary Treasurer

Position Summary

Responsible for the effective management of the Division's financial services. Provide overall coordination and efficient management in the areas of finance, budgeting, trust funds, accounting, transportation, facilities management, insurance, internal and external audits.

Qualifications

1. Diploma in Business, Public Administration or accounting designation as a minimum; Degree in Commerce Business Administration MBA preferred.
2. Significant, successful, broad based leadership experience, preferably in a school board setting.
3. Demonstrate strong communication and conflict resolution skills.
4. Knowledge of current business and project management practices and legislation.
5. Ability to work both independently and as a team member.
6. Thorough understanding of the Alberta Education Regulations as it relates to division finances and reporting.
7. Thorough knowledge of government regulations as they relate to FOIP, school operations and insurance.

Major Duties and Responsibilities

Leadership Style/Skills

1. Strong people skills, team builder, contributing member of senior leadership team.
2. Able to assemble a strong team and build capacity in each of their departments.
3. Provide for the effective supervision and performance evaluation of employees in departments responsible to the Secretary-Treasurer.

Financial Management

1. Supervise the management of financial affairs of the Division and all of its schools. including banking operations, budget advice and training.
2. Demonstrate strengths in planning, delegating, time management, assignment of responsibilities and ensure successful completion of tasks.
3. Work collaboratively in order to optimize financial operations for maximum student advantage.
4. Knowledgeable about and has an understanding of technology applications to enhance organization and learning effectiveness.
5. Coordinate the preparation of the annual budget, monthly statements and audited financial statements.
6. Coordinate timely financial reports to the Board and is able to explain in layman's terms.
7. Support an appropriate balance between central and site-based decision making.
8. Other duties as assigned by the Superintendent of Schools.

Corporate and Support Services

1. Approachable and has the capability to work effectively with central and school based administrators, staff and parents.
2. Provide advice and recommendations on matters affecting corporate services, transportation, maintenance and capital projects.
3. Develop, maintain and monitor the implementation of administrative procedures for corporate services, transportation and maintenance.
4. Support the Board and Superintendent in the development of meeting agendas, attends

meetings, prepares correspondence and ensures maintenance of accurate minutes.

5. Support the Board's annual work plan including coordination of Board conferences and activities.
6. Facilitate, in collaboration with the Director of Technology, Learning and Facilities, the successful planning and execution of all modernization and new construction projects, including development of the Facility Master Plan and capital project submissions.
7. Assist in the negotiation of the Board/ATA and Board/CUPE Collective Agreements and maintain the Employee Conditions Handbook for out-of-scope employees.
8. Develop and monitor administrative procedures for property management, insurance, inventory, student information, FOIP, central records, administration of grants and disaster services.
9. Act as the FOIP Coordinator for the Division.
10. Prepare and execute all contracts, leases, bylaws and plebiscites.
11. Act as Returning Officer for all general and by-elections.
12. Other duties as assigned by the Superintendent of Schools

References

Section 52,53,67,68,222 Education Act

History

Developed: August 2003
Amended: September 2020