

478 ASSISTANT SECRETARY TREASURER / CONTROLLER

Identifying Information

Position Title:	Assistant Secretary Treasurer / Controller
Classification Title:	Support Staff
Department:	Central Office
Reports to:	Secretary Treasurer/Associate Superintendent
Position Supervises:	Accounting and Payroll Personnel

Position Summary

This position organizes and maintains the day to day accounting operations of the division.

Qualifications

1. Professional accounting designation (CMA, CA, CGA) or an undergraduate from a related undergraduate program (commerce, management) and actively pursuing a professional accounting designation.
2. Experience in school business administration and financial reporting.
3. Proficient in the use of computerized accounting systems and other relevant computer systems.
4. Strong analytical, organizational and communications skills.

Major Duties & Responsibilities

Day-to-Day Management

1. Act for the Secretary-Treasurer in their absence.
2. Assist the Secretary-Treasurer in the administration of the business affairs of the jurisdiction.

3. Manage the day to day operations of the Division finance group.
4. Recruit, select, guide and evaluate Accounts Payable and Payroll positions.
5. Administer the complete insurance program for the Division, ensure all policies are adequate to meet Division needs and Board policy and ensure timely payment of all insurance premiums. Maintain a comprehensive risk management system.

Assist the Secretary-Treasurer in the following areas, as directed:

1. Coordinate the annual record of student enrollment through the PowerSchool student information system and the CEU reporting system, ensure the accuracy of the information and provide for the transmission of the data to Alberta Education.
2. Establish and maintain proper and complete accounting records and properly record all financial operations of the Division.
3. Oversee reconciliation on a continuous basis of all general ledger asset and liability accounts.
4. Ensure the timely and accurate reporting of financial information to administration and the board. Prepare monthly statements for submission to Alberta Education. Prepare quarterly statements of revenue and expenditures for the entire Division for presentation to the Board.
5. Prepare the annual financial statements and coordinate the annual audit.
6. Prepare and administer the annual Division budget. Advise schools and other sites of their annual funding allocation and assist in the preparation of their individual budgets, as required.
7. Conduct the internal audit of all school-generated funds and prepare a written report on the school's compliance with policy and audit requirements.
8. Maintain the currency of all financial accounting systems including hardware / software, information requirements and report formats.
9. Provide advice to the Board during the negotiation of employee collective agreements and other service contracts and agreements.
10. Coordinate annual Nominal Roll with Stoney Education Authority and adjust invoices to reflect the Nominal Roll for the school year.

General

1. Participate in research projects.
2. Compile reports.
3. Attend various committee meetings as requested by the Superintendent.
4. Other duties as assigned by the Superintendent or Secretary Treasurer/Associate Superintendent.

References

Section 33,52,53,55,68, 198,199, 204, 205, 222,225 Education Act
Employment Standard Code
Labour Relations Code
Occupational Health and Safety Act
Freedom of Information and Protection of Privacy Act

History

Developed: August 2003
Amended: November 2017
Amended: September 2020
Amended: April 2023