

Administrative Procedure 489

489 - ASSISTANT SECRETARY-TREASURER

Summary of Duties

The Assistant Secretary-Treasurer reports directly to the Secretary-Treasurer, and acts for the Secretary-Treasurer in his absence. While the Assistant Secretary-Treasurer's responsibilities are primarily financial, it is expected that the incumbent will possess a skill set sufficient to work independently in all aspects of school division business management.

Skills and Qualifications

1. Graduation from a related undergraduate program (commerce, business administration, etc.)
2. A professional accounting designation (CA, CMA or CGA)
3. Five years' progressive experience in private or public administration
4. Demonstrated knowledge of computerized accounting systems
5. Strong analytical, organizational, collaborative and communications skills

Responsibilities

Under the direction of the Secretary-Treasurer, the incumbent is responsible for:

Finance/Treasury

1. Establishing and maintaining proper and adequate records of accounts, and for properly recording all financial affairs of the Division.
2. Receiving all monies, overseeing cash management services, and for making all disbursements, including payroll, and ensuring that all receipts and disbursements are in accordance with legislation, by-laws, regulations, policy and budget provision.
3. Preparing budget estimates, the budget report, financial statements, reports, and other returns as may be required for the operation of the Division.
4. Pricing and purchasing goods, as requested by the division, and ensuring that purchases are in accordance with legislation, regulations, Board policy and budget provisions.
5. Advising or obtaining advice for the Board on its financial affairs.

Secretary to the Board

1. Acting as the Secretary to the Board in the absence of the Secretary-Treasurer.

Transportation

1. Overseeing the operation and maintenance of the division's transportation system in the absence of the Secretary-Treasurer.

Operations and Maintenance

1. Overseeing the operation and maintenance of the division's operations and maintenance system in the absence of the Secretary-Treasurer.

Property Management and Capital Building Projects

1. Planning and estimating building and property requirements including budget requirements in consultation with the superintendent of Schools and Maintenance Supervisor.
2. Maintaining appropriate inventory and insurance coverage on the Board's property.

Personnel Management

1. Assisting and advising or obtaining advice for the Board in matters of collective bargaining and labour relations.
2. Maintaining all required personnel records, including business management in connection with the employment of non-instructional staff.
3. Selecting, supervising, administering, advancement, transfer and dismissal of non-instructional support staff, in consultation with other executive staff as involved by their roles.

Miscellaneous

Other duties as assigned.

Staff Supervised

All financial services staff, including reception, accounting, payables and payroll.

Direction Received

Reports to the Secretary-Treasurer.