

POSITION DESCRIPTION

Position Title: Secretary-Treasurer

Position Description:

Reporting to the Superintendent/CEO, the Secretary-Treasurer shall act as the secretary and financial manager within the Division. The Secretary-Treasurer shall administer, supervise or have the authority to delegate all activities related to non-teaching and/or support services sector as defined within this job description and in the organizational chart. The delegation of such powers or duties, however, shall not relieve the Secretary Treasurer of the responsibility for the action taken under such delegations.

Turtle Mountain School Division (TMSD) operates as a CEO organization. The Secretary-Treasurer's department is primarily responsible for fiscal management. The Superintendent/CEO is primarily responsible to the Board for all functions of the Division.

The Secretary-Treasurer reports to the Superintendent/CEO. The primary function of the Secretary-Treasurer as a member of the Superintendent/CEO's management team is to provide leadership in the business administration activities: these include accounting, purchasing, payroll, general administration and those areas of responsibility specifically assigned to him/her.

The Secretary/Treasurer will act as the Business Administrator of the School Division and Office Manager of the Education Support Centre with responsibilities to:

1. assist the Superintendent/CEO with planning the agenda for Board meetings and prepare reports on matters which fall within the jurisdiction of this position.
2. attend all Board meetings and other meetings as the Superintendent/CEO may direct;
3. prepare the minutes and related correspondence of all Board meetings and other duties arising from the meetings;
4. review and sign contracts and agreements involving the Board's signing officers in areas dealing with contracts, collective agreements, shared service agreements, teacher contracts, by-laws and financial agreements, etc.;
5. administer and enforce Board policies in all aspects of the business administration services of the Division;
6. review, assess and make recommendations to the Superintendent/CEO concerning all policy or program changes in the business administration area;
7. provide the Superintendent/CEO and the Board of Trustees with management reports and advice to assist them in making decisions;
8. assist the Board Negotiations Committee by providing information and analysis as well as recording and preparing negotiation materials as required;
9. prepare the budget and review school and department budget requests prior to their submission to the Superintendent/CEO and the Board of Trustees;
10. ensure that all staff salaries and benefits are properly made
11. ensure that payment of all accounts are properly made and report such payments to the Board of Trustees for subsequent approval on a regular basis;
12. ensure that guidelines and Board Policy regarding school fund accounts are followed and file reports as required by Policy;
13. provide counsel and assistance to school administrators in the areas of school fund accounting, school administrative procedures, purchasing, accounting and reporting of information to Manitoba Education
14. interpret and administer the various Collective Agreements and report any problems and/or concerns to the Superintendent/CEO;
15. recommend the engagement, suspension and/or dismissal of personnel under his/her direction;
16. evaluate the performance of personnel under his/her direction in accordance with Board policy;
17. assist the Division's auditors with the preparation of the Division's annual financial audit and ensure that the Division has adequate internal control systems in place;
18. administer program development and implementation in areas of inventory control on fixed assets and stores; maintenance and repair of facilities, management information systems, school accounting systems and other areas under his/her direction;
19. ensure that all Division operating grants and capital grant claims are properly submitted and payment is received;
20. ensure the collection of non-resident fees and other receivables and maintain proper subsidiary ledger control;

Cross Reference: Procedure L – 1 (Role of the Secretary-Treasurer)

Amended Date: April 23, 2014

Policy Review Date:

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21. handle all banking (deposits/reconciliation), financing of capital projects and cash flow projections for the School Division;
22. arrange for tenders and/or quotations as required by the Public Schools Act;
23. provide the Superintendent/CEO and the Board of Trustees with operating statements on a regular basis in accordance with the Board Policy;
24. monitor expenditures for all schools and departments;
25. assist the Superintendent/CEO, the Maintenance Supervisor, and the Transportation Supervisor in administration of the Maintenance and Transportation Department in the areas of capital projects, budget control and management reporting;
26. prepare reports and proposals for Manitoba Education and other government bodies as required;
27. participate as an individual in appropriate local, provincial, regional, national and international organizations which promote professional development for school business administrators;
28. conduct and/or convene professional development inservices for administrators and/or support staff in the business administration area;
29. encourage his/her staff members to participate in professional development programs and inservices in the areas for which they are responsible;
30. ensure that the Turtle Mountain School Division Policy Manual is maintained and ensure that all copies are updated when revisions are made;
31. perform such other duties as may be assigned by the Superintendent/CEO.

The Secretary-Treasurer is authorized to incur expenditures and engage outside services where required in the business administration areas. The Secretary-Treasurer will report such actions to the Superintendent/CEO and may delegate duties to other employees in his/her department with the understanding that such delegation does not relieve the Secretary-Treasurer of responsibility for the action taken.