

ROLLING RIVER SCHOOL DIVISION REGULATION

Secretary-Treasurer Job Description

GDAC/R

Position Title: Secretary-Treasurer

Reports To: Superintendent of Education/CEO

Working Relationship:

- a. Works under the direction and is responsible to the Superintendent/CEO.
- b. Works in cooperation with the Board of Trustees, Superintendent, Supervisors, Coordinators, School Administrators, certified and support staff.

Supervises:

- a. Transportation Department
- b. Maintenance Department
- c. Division Office Support Personnel
 - Secretary-Treasurer's Department
 - General Office Staff

Educational Qualifications, Skills and Abilities:

- a. Three to five years in a management position
- b. An understanding of the Manitoba education system
- c. Accounting expertise including payroll, accounts, and bookkeeping procedures
- d. Computer skills related to accounting and report writing
- e. Strong interpersonal, organizational, public relations and team work skills
- f. Strong oral and written skills
- g. Familiarity with interpreting and assisting with contract and labour issues
- h. Ability to work independently and as a team member
- i. Initiative to set priorities and identify plans of action
- j. Ability to work effectively with trustees, the administrative team, Divisional and school personnel, parents, students, and community members
- k. Aware of and able to appropriately interpret Manitoba Laws and regulations for education, Divisional collective agreements, policies and practices.

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General Responsibilities:

The Secretary-Treasurer is the chief financial officer of the school division and, as such, is responsible for planning and controlling all financial activities including budgeting, accounting and reporting, payroll, and purchasing. The incumbent is responsible for all Secretary-Treasurer functions as stipulated in the Public Schools Act and the Education Administration Act, provincial statutes and regulations and the by-laws and policies of the Board. The incumbent is responsible for the Transportation and Maintenance Departments, and manages Division Office personnel.

The Secretary-Treasurer acts as Signing Officer of the Division.

The Secretary-Treasurer attends all meetings of the Board of Trustees and such Committee meetings as deemed necessary by the Board of Trustees and Superintendent of Education/CEO.

The Secretary-Treasurer administers the financial and business affairs of the Division in such a way as to provide the best possible educational services with the financial resources available, with a maximum of efficiency, a minimum of waste, and an ever-present and overriding awareness of and concern for the impact of the Secretary-Treasurer's department efforts upon each individual student's education.

Specific Duties and Responsibilities:

The following specific duties and responsibilities provide a basic outline. They provide a picture, through indicators or statements about how an effective Secretary-Treasurer works with the Superintendent/CEO, Coordinators, Trustees, staff, students, parents and the community. It is understood that some of these duties and responsibilities are shared with other members of the Senior Administration Team, school and office staff, but that the discharge of these responsibilities is a primary function of the Secretary-Treasurer, unless otherwise indicated.

a. The Superintendent

- The Secretary-Treasurer is directly responsible to the Superintendent/CEO;
- The Secretary-Treasurer acts as an advisor to the Superintendent/CEO on all questions relating to the business and financial affairs of the Division;
- The Secretary-Treasurer assists the Superintendent in the preparation and presentation of reports to the Board on all aspects of the finance, maintenance and transportation activities within the Division;
- Assists with the development of the Division's Annual Action Plan and assists the Superintendent/CEO in keeping the Board informed of the progress towards the realization of matters concerning finance, maintenance, transportation and required human resources;
- Seeks assistance from members of the Administrative Team in the preparation of the division budget proposal;

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b. Board of Trustees

- The Secretary-Treasurer is responsible to the Board of Trustees through the Superintendent and acts as the Boards Corporate Secretary;
- Supports the work of the Board and Board Committees, ensuring that Board Meeting practices and procedures are in compliance with established By-laws and the Public Schools Act;
- Assists with the implementation of policies, procedures and directives of the Board of Trustees;
- Attends personally as requested or through delegation Board and Board Committee meetings;
- Attends and assists the Board Negotiation Committees in the work of negotiations and collective agreement preparations;
- With the approval of the Superintendent prepares and submits to the Board recommendations concerning matters requiring Board action;
- Assists the Board and Superintendent/CEO in the development and regular review of Board policies with particular regard to finance, maintenance and transportation services;
- Ensures elections for school trustees are conducted through the Chief Returning Officer, and in accordance with statutory requirements;
- Performs all assigned duties in compliance with provincial statutes and regulations, the terms of collective agreements, and the by-laws and policies of the Board.

c. Leadership and Planning

- Articulates and applies the Mission, Vision and Value Statements of the Division in the development and implementation of business administration, finance and operations practices and programs.
- Coordinates the business administration, finance, transportation and maintenance functions through direct support to the :
 - ✓ Payroll Accounts Supervisor;
 - ✓ Maintenance Supervisor;
 - ✓ Transportation Supervisor;
- Provides input into the annual Division Action Plan ensuring that the Division's business administration, finance, transportation and maintenance priorities are always considered in the process;.

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d. Operations and Procedures Management

- Establishes procedures for efficient and effective operations in the Secretary-Treasurer's Department, Maintenance and;
- Transportation Departments of the Division;
- Coordinates and directs divisional purchasing activities, including:
 - developing tendering and purchase approval procedures;
 - ensuring adherence to approved purchasing policies and procedures;
 - coordinating tender reviews and approving non-routine purchases in accordance with established purchase approval schedules;
- With the assistance of the Transportation Supervisor, coordinates and directs divisional Student Transportation services to:
 - respect the requirements of the Board and provincial regulatory bodies;
 - maintain required standards of safety and operating efficiency at all times;
 - respond, or delegate responses, to major requests or concerns related to those services;
- With the assistance of the Maintenance Supervisor coordinates and directs divisional Maintenance services:
 - respect the requirements of the Board and provincial regulatory bodies;
 - maintaining the required standards of safety, hygiene and efficiency at all times;
 - respond, or delegate responses, to major requests or concerns related to those services;
- Responsible to ensure that all support staff in the Division Office, the Maintenance and Transportation Departments and those assigned to secretarial duties in the schools have appropriate, up-to-date job descriptions and are hired, supervised, evaluated and disciplined in accordance with Division policy, pertinent provisions of collective agreements and sound human resource practice;
- Administers the divisional insurance programs by:
 - monitoring the premium status of all policies and ensuring that they remain valid
 - periodically reviewing the divisional insurance portfolio to recommend revisions
 - and/or additions to ensure the Division's appropriate coverage against loss or liability;
- In collaboration with the members of Senior Administration coordinates and manages all activities related to Capital Projects in compliance with the requirements of the Public Schools Finance Board;
- Coordinates the Workplace Health and Safety Committee in accordance with the current legislation;

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- Liaises with the Division's solicitor on such matters as contracts and inter-division agreements, and ensures the necessary mutual understanding of the intent and implications of the Division's legal or pending commitments;
- In cooperation with the Superintendent/CEO ensures that the Division is in compliance with the requirements of the Emergency Measures Act;
- Performs other duties, as assigned by the Superintendent/CEO.

e. Documents Preparation and Management

- At the direction of the Superintendent/CEO, prepares agendas and makes all necessary arrangements for Board and Board Standing Committee meetings. Provides Trustees with copies of minutes, Committee reports, and other information required for meetings;
- Tables correspondence, maintains a record of proceedings and prepares, at the direction of the Superintendent/CEO, correspondence of the Board and notifies appropriate individuals within and outside of the Division of action taken;
- Maintains documents, including but not limited to: contracts, leases, insurance policies, deeds, minute books and all other official records of the Division managing the required record retention and destruction in accordance with legislation;
- Compiles reports and records prescribed by Manitoba Education, Citizenship and Youth, the Board of Trustees, and the Superintendent/CEO;
- Maintains records on all personnel and provides liaison on matters affecting employment and welfare, in accordance with legislation, Board policy and current collective agreements;
- Provides information and assistance to the Board's Negotiations Committees or Sub-Committees in contract negotiations;
- Manages the fixed assets inventory of the Division.

f. Financial Administration and Budget Planning

- Collaborates with the Superintendent/CEO to develop the annual operating and capital Budget for the Board of Trustees;
- Coordinates the preparation of the annual detailed divisional Budget estimates, and submits the approved budget to the Schools Finance Branch in a timely manner;
- Supervises the collection, safekeeping, and distribution of all funds. Receives all monies payable to the division and disburses them in the manner directed. Manages the payment of all accounts and payroll statements that are payable by

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- the division and that have been included in the estimates of the division and all other accounts that have been approved;
- Administers funds allocated within the approved Budget for the activities for which the Secretary-Treasurer has responsibility;
 - Coordinates and directs divisional accounting activities and ensures the maintenance of necessary accounting, budgetary and financial control procedures and proper records of account;
 - Prepares regular financial statements and supervises the research of, and reports about, special financial and cost studies;
 - Provides accurate financial analysis to the Board at least quarterly;
 - Holds principals, managers and supervisors accountable for their annual budgets and the financial operations of the schools/departments;
 - Approves payment, under final certificates, for payments in respect to routine contracts awarded by the Board, other than for new buildings, where the contracts have been completed to the Superintendent/Coordinators' satisfaction;
 - Arranges for the continuous internal auditing of all funds including school funds;
 - Develops a program for estimating financing requirements and cash flow processes to ensure the Division's financial soundness and solvency;
 - Maintains accurate records of all funds of the Division and directs the handling of cash receipts and disbursements;
 - Supervises the annual Divisional audit and the preparation of the Division's Annual Financial Statement.

g. Personnel

- Communicates Divisional expectations to the clerical staff, supports a productive working climate and positive staff morale and assists the resolution of concerns as needed;
- As defined by the Superintendent/CEO, directs the day-to-day routines and performance of clerical staff located at the Board Office;
- Recommends to the Superintendent/CEO such changes as are necessary in the structure and function of the Secretary-Treasurer's Department to meet the Division's needs;
- Prepares and amends, as necessary, and for the approval of the Superintendent/CEO, the position descriptions of personnel who report directly to the Secretary-Treasurer;

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- Supervises the recruitment and selection procedures of all personnel directly responsible to the Secretary-Treasurer;
- Authorizes the participation of supervised employees in professional development activities;
- Conducts regular performance reviews of any personnel reporting directly to the Secretary-Treasurer;
- Recommends to the Superintendent/CEO the promotion, tenure, and, when necessary, termination, of any divisional personnel who are responsible to the Secretary-Treasurer.

h. Public Relations and Communications

- Consults and collaborates on issues in a respectful and inviting manner with Divisional stakeholders, both internal and external.
- Communicates and applies Board policies and directions to Divisional staff and community, given emphasis to business administration, finance, transportation and maintenance.
- Maintains effective communication and participation with parents/guardians in an atmosphere of mutual trust and respect;
- Supports effective communication with the communities within the Division, including the Hutterite Colonies and Rolling River First Nations;
- Maintains effective communication with employee groups;
- Maintains relationships and consults with personnel within the Division as necessary to ensure the accomplishment of the Mission, Vision, Values, and Goals and Objectives of the Division, and the functions of the Secretary-Treasurer's position;
- Liaises with social, professional, civic, volunteer and other community agencies and groups having an interest in the work of the Division;
- Consults and cooperates with officials of Manitoba Education, Citizenship, and Youth, the Manitoba Association of School Trustees, the Manitoba Association of School Business Officials, the Manitoba Teachers Society including the Rolling River Teachers' Association, and other groups concerned with the advancement of education and education finance and operations.
- Deals with enquiries from the public in the areas supervised and responds to concerns.

i. Personal

- Regularly participates in personal professional development through attendance at workshops and conferences.

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- Able to effectively present information and respond to questions from members of staff and the general public.
- Maintains confidentiality and integrity showing respect to staff, parents and members of the public.

j. Other Duties

- Assumes other responsibilities as may be assigned.

Performance Appraisal:

The Secretary-Treasurer's fulfillment of position responsibilities shall be formally evaluated by the Superintendent annually. The purpose of the evaluation process is to promote professional growth, effectiveness and accountability. The evaluation process should ensure that the responsibilities as defined under "Specific Duties and Responsibilities" are being met in an effective manner.

Index Policy

Date Adopted: March 9, 2000

Date Revised: September 10, 2008