

Kelsey School Division Box 4700 The Pas, MB R9A 1R4	Code: CBAB
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JOB DESCRIPTION - SECRETARY TREASURER

- A. Authority
As the chief financial officer of the Kelsey School Division, the Secretary-Treasurer is primarily responsible for leadership and oversight with regard to the financial operations and well-being of the School Division. The Secretary-Treasurer, reporting to the Superintendent, shall work closely with the board of trustees in fulfilling this responsibility.
- B. Financial Management
The Secretary-Treasurer is responsible for all aspects of the School Division's financial operations. This includes:
1. general oversight of budgeting, accounting, purchasing and reporting practices of the School Division;
 2. provision of statistical and financial data to inform the School Division budget development process;
 3. adoption and application of sound accounting principles and judgment in preparing accounting estimates and disclosures contained in the financial statements;
 4. preparation of budget information for presentations for community consultative purposes;
 5. implementation and maintenance of effective internal controls of School Division assets and financial reporting; and prepare financial statements and notes in accordance to the Canadian Generally Accepted Accounting Principles;
 6. compliance with internal operating policies and legislative requirements for fiscal monitoring and reporting purposes;
 7. disclose to auditors any fraud or suspected fraud and any illegal acts or possibly illegal acts;
 8. assess impact of misstatements discovered during the audit and provide fair representation of the financial statements and record all material adjustments.

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C. Operations

The Secretary-Treasurer role includes general oversight and supervision of:

1. facilities;
2. transportation;
3. workplace safety and health compliance; and
4. records storage and management.

D. Human Resource Management

The Secretary-Treasurer has responsibility for human resource activities with regard to the School Division's financial operations. This includes:

1. hiring and performance evaluation of school division office clerical staff and distribution of the work at this level;
2. assisting in hiring and/or supervision of operational staff in other areas such as facilities, and transportation;
3. playing a major role in negotiation, interpretation, and administration of collective agreements with School Division employee groups.

E. Responsibility

The Secretary Treasurer shall:

1. attend all Board meetings and report formally to the Board;
2. keep full and accurate minutes of all Board meetings;
3. manage the Board's fiscal policies and keep the Superintendent and the Board informed about the status of the School Division's financial and business matters;
4. direct and supervise the activities directly concerned with finance, banking, accounting, construction, payroll, personnel records, purchasing, warehousing, printing, maintenance, transportation and custodial services;
5. prepare the annual budget in consultation with the Superintendent for approval by the Board and coordinate and review budget expenditures;
6. determine the financial needs of the School Division, in collaboration with the Superintendent and the Board, and conduct short and long term planning to achieve the School Division's financial goals;

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- 7. supervise, including recruitment, selection, orientation, and evaluation of all positions reporting to this position, as well as the Director of Maintenance & Transportation and all support personnel;
- 8. be responsible for the engagement, release, and in cooperation with the Superintendent, in-service training of all CUPE personnel;
- 9. be responsible for disciplinary action to be taken against any CUPE personnel;
- 10. consult and cooperate with officials of Manitoba Education, the Manitoba School Boards Association, and other groups associated with education;
- 11. be responsible for the preparation of agendas and co-chairing of Workplace Health and Safety, Union Management, and such other committees, upon request;
- 12. perform other duties as assigned or requested by the Superintendent or the Board.