



Secretary-Treasurer Job Description

The Secretary-Treasurer reports directly to the Superintendent/CEO. The Secretary-Treasurer shall be responsible for the divisions business matters involving; finance, purchasing, accounting, auditing, collective agreements and insurance. All aspects of the job shall be carried out according to existing policy, government regulations and in consultation with the Superintendent/ CEO.

Responsibilities:

1. Make recommendations for the formation and revision of policy/procedures pertaining to the financial operation of the Division and be responsible for the execution of same.
2. Assist the Superintendent/CEO in the development of procedures that result in the proper execution of Board policy in all areas of assigned responsibility.
3. Develop an adequate system for recording and preserving the proceedings of the Board.
4. Supervise the overall operation of purchasing procedures and policies approved by the Board, and be authorized to enforce such procedures and policies in consultation with the Superintendent/CEO.
5. Provide co-ordination and direction in the preparation of the annual Division budget in accordance with Board policy and direction.
6. Establish procedures and guidelines, in conjunction with the personnel concerned, for individual school budgets and assist personnel in the various schools of The Part West School Division in maintaining budget control.
7. Submit financial statements to the Board in accordance with Board policy/procedure.
8. Determine the present and future financial needs in consultation with the Superintendent/CEO and develop short and long-range plans for meeting those needs.
9. Maintain membership in appropriate professional associations and participate in the activities and work of these associations.
10. Attend conferences, seminars and workshops, approved by the Superintendent/CEO for the purpose of professional development.
11. Be the Division's purchasing agent.
12. Enforce and carry out all regulation applicable to the financial responsibilities of the Department.
13. Ensure that all applicable Department of Education forms are checked and verified for accuracy before submission.
14. Ensure that the division has adequate insurance coverage to appropriately protect the assets of the division, and ensuring that an adequate system for detailing all school inventory and assets is in place.



15. Direct or supervise the preparation of all payrolls, personnel records and payments to all personnel in accordance with Board policy/procedure, negotiated collective bargaining agreements and approved salary schedules, scales and rates.
16. Be responsible for the coordination and supervision of the finance office staff and ensuring that an annual written evaluation of such staff members is completed.
17. Ensure that all statutory remittances, etc. are made on time and that said remittances balance with the annual T4 and T4A Summary Report.
18. Coordinate and ensure that an adequate registry is maintained detailing all personnel sick leave and absences.
19. Review/negotiate/upgrade the division's employee benefit packages on a regular basis and present all proposals/costing to the Board for consideration.
20. Carry out such other duties in the areas of operation as requested or assigned by the Board or the Superintendent/CEO.