

<b>Kelsey School Division</b> <b>Box 4700</b> <b>The Pas, MB R9A 1R4</b>	<b>Code: CBAB</b>
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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. preparation of budget information for presentations for community consultative purposes;
4. maintenance of internal controls of School Division assets; and
5. compliance with internal operating policies and legislative requirements for fiscal monitoring and reporting purposes.

C. Operations

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

1. facilities;
2. transportation;
3. privacy legislation and policy;
4. workplace safety and health compliance; and
5. 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 board 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. plays a major role in negotiation, interpretation, and administration of collective agreements with School Division employee groups.

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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 Division's financial goals;
7. Supervise, including recruitment, selection, orientation, and evaluation of all positions reporting to this position, including Director of Maintenance & Transportation and all support personnel;
8. Be responsible for the engagement, release, and in cooperation with the Superintendent, inservice training of all CUPE personnel;
9. Be responsible, for any disciplinary action to be taken against any CUPE personnel;
10. Consult and cooperate with officials of Manitoba Education, the Manitoba School Board 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.