

JOB DESCRIPTION FOR ASSISTANT SECRETARY-TREASURER

1. Responsibilities

The Assistant Secretary-Treasurer shall generally be responsible to the Secretary-Treasurer for the office of the Central Administration along with providing back up support for the responsibilities of the Secretary-Treasurer. The Assistant Secretary-Treasurer is expected to fulfill the responsibilities of his/her position in a manner which is supportive of the Board and its employees and which reflects the interests of students as a paramount concern.

Without limiting the foregoing, the role of the Assistant Secretary-Treasurer shall include the following responsibilities, the performance of which may be delegated under his/her supervision.

2. Reporting Relationships

1. Reports to the Secretary-Treasurer
2. Works collaboratively with other central office administrators
3. Supports the work of school-based administrators
4. Supervises the following staff functions:
 - a. Accountants
 - b. Payroll
 - c. Human Relations
 - d. Accounts Payable/Receivable
 - e. Reception
 - f. Clerical Support

3. Primary Function

Assist the Secretary-Treasurer in the administration of the business affairs of the jurisdiction. This position provides leadership in making financial and business affairs and communications. It contributes to educational efficiency and progress and provides advice to the Secretary-Treasurer in regard to these matters. In particular, the Assistant Secretary Treasurer shall assume first line responsibility for the management of the clerical and accounting staff of the central office as well as for the day to day financial operations of the school division.

4. Performance Responsibilities

A. Financial

1. Provides advice and makes recommendations to the Secretary-Treasurer on matters affecting finance services.
2. Assists the Secretary-Treasurer in the development of effective administrative procedures for, and monitors and evaluates the following financial operations of the school system:
 - a. General Ledger
 - b. Cash management, accounts receivable and accounts payable
 - c. Payroll including employees benefits and Human Relations
 - d. Operating and Capital Budgets
 - e. Financial Reporting
 - f. Education Grant Claims
1. Assists the Secretary-Treasurer in the development and maintenance of administrative procedures for, and monitors and evaluates the functioning of the financial aspects of the site-based decision making system.
2. Assists the Secretary-Treasurer in the preparation of financial reports and returns as required by legislation, Alberta Education Regulation and the Board of Education.
3. Assists the Secretary-Treasurer in the coordination of the preparation and administration of the annual operating budget for the jurisdiction including the preparation of periodic reports for the information of the Board and administrators of the schools and departments.
4. Assists the Secretary-Treasurer in the establishment and maintenance of proper and adequate records and books of accounts as required by legislation, Alberta Education Regulation and Board policy.
5. Assists the Secretary-Treasurer in the supervision of the management of the financial affairs of the jurisdiction and of all schools, including jurisdiction banking operations.
6. Assists the Secretary-Treasurer in the provision of accounting and budget advise, training and liaison for school based staff and other departments as required.
7. Assists the Secretary-Treasurer in maintaining the currency of all financial accounting systems, which include but are not limited to hardware/software, information requirements and report formats.
8. Assists the Secretary-Treasurer in the administration of the accounting and investment of reserve and trust account funds.
9. Assists the Secretary-Treasurer in the provision for the internal audit of all school generated funds according to Alberta Education regulations, external audit requirements and/or Board policy.
10. Assists the Secretary-Treasurer in the preparation of reports including recommendations and appropriate policies and procedures affecting the financial operations of the jurisdiction.

B. Corporate and Support Services

1. Assists the Secretary-Treasurer in the provision of advice and recommendations on matters affecting corporate services.
2. Assists the Secretary-Treasurer in the development of effective administrative procedures for monitoring and evaluating the following corporate services of the school system:
 - a. Property management including inventory control and insurance

- b. Records management including maintenance of the central filing system
 - c. Student information systems
 - d. Freedom of Information and Protection of Privacy legislation
 - e. Capital building program budgets and grant funding claims
 - f. Occupational Health & Safety
1. In the absence of the Secretary-Treasurer, preparation of the agenda for all regular and special Board meetings and appropriate committee meetings, including distribution of the agenda and support documentation to the Board members sufficiently in advance of meetings.
 2. In the absence of the Secretary-Treasurer, attends all Regular Board of Trustees meetings and ensures preparation of all minutes and correspondence arising from actions and decisions of the Board of Trustees. Attends committee meetings and maintains minutes of the same.
 3. Assists the Secretary-Treasurer in the facilitation of the successful planning and execution of all modernization and new construction projects including the maintenance of the Facility Master Plan and capital project submissions.
 4. Assists the Secretary-Treasurer in the administration of the provisions of the Board/ATA collective agreement and other salary schedules relating to the various employee groups working for the jurisdiction.
 5. Assists the Secretary-Treasurer in the maintenance of Policy and Procedures respecting Support Staff.
 6. Assists the Secretary-Treasurer to ensure the currency and adequacy of insurance coverage.
 7. Assists the Secretary-Treasurer to ensure the compilation, maintenance and administration of the fixed asset inventory.
 8. Assists the Secretary-Treasurer in all general and by-elections.
 9. Assists the Secretary-Treasurer in the coordination and management of the personnel function in the areas of benefits administration including the processing of long term disability claims and pension reporting.
 10. Assists the Secretary-Treasurer in proposing policies and implementing authorized policies and procedures that will result in effective financial planning, management and control of Corporate Services.

C. General

1. Assume such responsibilities, consistent with the role of Assistant Secretary-Treasurer, as may be assigned to him from time to time by the Secretary-Treasurer.
2. Assume the responsibility and authority of the role of Secretary-Treasurer in his/her absence.

The above position description is intended to be representative of the type of activity that this position is involved with. The description is not intended to be a procedural list. It is recognized that changes in statute/rules/regulations will necessitate that activities be dynamically added and subtracted from this list.