

**ADMINISTRATIVE PERSONNEL QUALIFICATIONS AND DUTIES**

**DUTIES OF THE ASSISTANT SECRETARY-TREASURER**

TITLE: Assistant Secretary-Treasurer

REPORTS TO: Secretary-Treasurer

The primary function of the Assistant Secretary-Treasurer, as a member of the Secretary-Treasurer's staff, is to assist the Secretary-Treasurer in the accounting and business administration activities of the Division. He/she will act as the Controller of the School Division with responsibilities to:

- 1) attend meetings of the Board as requested by the Secretary-Treasurer or in his absence.
- 2) prepare written reports to the Secretary-Treasurer on such matters under his control.
- 3) assist in negotiations for collective agreements with staff by providing information and analyses as required and record proceedings during negotiations and prepare negotiation material as needed.
- 4) ensure that all employee sick leave is accurately and currently updated and summarize annual sick leave usage for the Secretary-Treasurer.
- 5) report to the Secretary-Treasurer problems and concerns in the administration and interpretation of collective agreements.
- 6) assist the Secretary-Treasurer in preparation of the annual budget.
- 7) ensure that all staff salaries and benefits are properly paid on regular schedule and that accurate payroll records are maintained.
- 8) provide staff with full and complete payroll information assistance as required.
- 9) ensure that all suppliers and other accounts payable are paid promptly and correctly and in accordance with auditor's requirements.

- 10) conduct the annual review of school fund accounting and prepare reports to the Secretary-Treasurer.
- 11) prepare year-end financial statements on forms supplied by Manitoba Education (Public Schools Finance Board) for verification by the auditors engaged by the Board.
- 12) assist the auditors in the conduct of their audits, and to ensure that all material required by them is produced and presented to them truly and accurately and in accordance with generally accepted accounting practices and principles which are consistent with prior years.
- 13) present to independent auditors all necessary documents, working papers, reconciliations, schedules, inventory reports, as may be required by them.
- 14) perform on-going internal audit procedures including control of all general ledger accounts Assets, Liabilities, Revenue, Expenditures, (both Current Fund and Capital Fund).
- 15) maintain monthly analyses of all subsidiary ledger accounts (receivables, non resident fees, rentals, etc.) and reconcile to the general consolidated account balance.
- 16) assist the Secretary-Treasurer in the handling of banking school division funds and supervise monthly reconciliations of bank accounts for the current fund and the capital fund.
- 17) make all necessary reports to governmental bodies (cashflow statements, etc.) to ensure that grants and advances will be processed expeditiously and favorably for the Division.
- 18) ensure that all grant and other revenue is received in a timely fashion.
- 19) co-ordinate and approve all accounting transactions that are to be included in the Division's monthly operating statements and to ensure statements are produced in accordance with Board Policy.
- 20) assist in preparation of all capital projects claims and documentation.
- 21) assist staff with computer problems, interpreting programs such as word processing, data base management, and management information systems.

- 22) participate in professional development and in-services in order to continuously improve his/her performance on the job.
- 23) assist the Secretary-Treasurer in preparing in-service sessions for business administration and other staff of the Division.
- 24) perform such other duties as may be assigned by the Secretary-Treasurer.