

**DUTIES OF THE SECRETARY-TREASURER**

TITLE: SECRETARY-TREASURER

REPORTS TO: SUPERINTENDENT OF SCHOOLS

The Secretary-Treasurer is the Chief Financial Officer of the Seven Oaks School Division. His/her primary responsibility as a member of the Superintendent's management team is to provide leadership to the board, staff and community in our business and financial activities to enable the division to realize its mission statement.

***The Seven Oaks School Division is a  
community of learners,  
every one of whom shares the responsibility  
to assist children in acquiring an education  
which will enable them to lead fulfilling lives  
within the world  
as moral people and contributing members of society.***

***La Division scolaire Seven Oaks  
rassemble des personnes pour qui  
l'apprentissage est une valeur essentielle.  
Chacune d'entre elles a la responsabilité  
d'éduquer les élèves et de les aider ainsi à  
s'épanouir et à se réaliser pleinement.  
Elles ont aussi pour mission de  
communiquer aux élèves  
des valeurs morales qui leur permettront  
de devenir des citoyens responsables  
dans leur société.***

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The Secretary-Treasurer's specific business and financial responsibilities relate to supervision and staff development, general administration, accounting, purchasing, payroll and those areas of responsibility specifically assigned to him/her.

**Supervision and Staff Development**

1. Recommend the engagement, suspension and/or dismissal of personnel under his/her direction.
2. Supervise, support and evaluate personnel under his/her direction in accordance

with Board Policy.

3. Assist the Superintendent and Assistant Superintendents in the administration and budget control of the Maintenance and Transportation Departments.
4. Conduct and/or convene professional development in-services for administrators and/or support staff in the business administration area.
5. Encourage his/her staff to participate in professional development programs and services in the areas for which they are responsible.

### **General Administration**

1. Prepare Board meeting materials and handle related correspondence in the areas of his/her responsibility.
2. Review and sign contracts and agreements involving the Board's signing officers in areas dealing with construction contracts, collective agreements, shared service agreements, teacher contracts, by-laws and financial agreements, etc.
3. Ensure that the minutes of all Board meetings are approved by the Board of Trustees and are signed by the Chairperson of the Board and the Secretary-Treasurer.
4. Administer and enforce Board policies in all aspects of the business administration services of the Division.
5. Review, assess and make recommendations to the Superintendent concerning all policy or program changes in the business administration area.
6. Interpret and administer the various Collective Agreements and report any problems and/or concerns to the Superintendent.
7. Provide counsel and assistance to school administrators in the areas of risk management, school fund accounting, school administrative procedures, purchasing, accounting and reporting of information to the Department of Education.
8. Provide the Superintendent and the Board of Trustees with operating statements on a regular basis in accordance with the Board Policy.
9. Prepare reports and proposals for Manitoba Education and other government bodies as required.
10. Provide the Superintendent and the Board of Trustees with management reports

and advice to assist them in making decisions.

11. Assist the Board Negotiation Committees by providing information and analysis as well as recording and preparing negotiation materials as required.
12. Ensure that the record retention and disaster recovery policies are followed.
13. Attend all Board meetings and such other meetings as the Superintendent may direct.

### **Accounting**

1. Prepare and oversee the Division Budget process and review school and departmental budget requests prior to their submission to the Superintendent and the Board of Trustees.
2. Assist the division's auditors with the preparation of the division's annual financial audit and ensure that the division has adequate internal control systems in place.
3. Ensure monthly financial reports are properly prepared and maintained for MYAC, KYAC and SOEF.
4. Ensure that payments of all accounts are properly made and report such payments to the Board of Trustees for subsequent approval on a regular basis.
5. Ensure that school fund accounts are reviewed on an annual basis and prepare reports for individual schools and for the Superintendent and the Board of Trustees.
6. Ensure that all division operating grants and capital grant claims are properly submitted and payment is received.
7. Ensure the collection of non-resident fees and other receivables and records are properly maintained.
8. Monitor expenditures for all schools and departments.
9. Implement and maintain the financial reporting systems and student information systems including related programs such as transportation and catchment areas, absence reporting and office programs such as word processing, spreadsheet, email, calendaring and report writers.
10. Handle all banking (deposits/reconciliation), financing of capital projects and cash flow projections for the school division.

**Payroll**

1. Ensure that all staff salaries and benefits are properly paid on a regular schedule and that accurate payroll records are maintained.

**Purchasing**

1. Administer program development and implementation in areas of inventory control of fixed assets and stores, maintenance and repair of facilities, management information systems, school accounting systems and other areas under his/her direction.
2. Administer the purchasing of the division's contracted services, supplies and materials by arranging for tenders and/or quotations as required by the Public Schools Act.

The Secretary-Treasurer is authorized to incur expenditures and engage outside services where required in the business and financial areas. The Secretary-Treasurer will report such actions to the Superintendent and may delegate duties to other employees in his department with the understanding that such delegation does not relieve the Secretary-Treasurer of the responsibility for the action taken.