

Administrative Procedure 471 Appendix

SECRETARY-TREASURER JOB DESCRIPTION**1. Primary Function**

Guided by the Division's foundational statements, the Secretary-Treasurer assists the Superintendent of Schools in fulfilling the general and specific aspects of the position description for the Superintendent as defined in provincial statute, Alberta Education Policy and Regulations, and Board Policy. The Secretary-Treasurer also assists the Superintendent to effectively implement the Board policies and administrative procedures of STAR Catholic Schools.

The *School Act* requires Boards to appoint a Secretary and a Treasurer, or one person to serve as Secretary-Treasurer. The Secretary-Treasurer is an Executive Officer of the Board and is primarily responsible for business, pupil transportation and facilities management aspects of the Division.

2. Qualifications

A professional accounting designation is preferred along with related managerial experience.

3. Reporting and Supervisory Relationships

- 3.1 Reports directly to the Superintendent of Schools.
- 3.2 Supervises the following staff:
 - 3.2.1 Facilities Coordinator
 - 3.2.2 Payroll Officer
 - 3.2.3 Accounting staff
 - 3.2.4 Transportation staff

4. Performance Responsibilities

The Secretary-Treasurer has specific responsibilities for:

4.1 Business Management

- 4.1.1 Works with the Superintendent to ensure the financial management of the Division is in accordance with the terms or conditions of funding received under the *School Act* or any other applicable act or regulation.
- 4.1.2 Acts as a bonded agent of the Division, with signing authority is all legal and financial matters relating to the Division.
- 4.1.3 Directs the development and implementation of the Annual Education Budget of the Division in a manner that is consistent with standard accounting procedures and legal and ethical requirements.
- 4.1.4 Administers the payroll, accounts payable, purchasing, inventory and tax roll systems.
- 4.1.5 Establishes and administers budget control procedures.
- 4.1.6 Invests funds so as to ensure an efficient and economical cash flow.

- 4.1.7 Ensures that the supplementary requisitions and Board-approved fee structures are implemented.
- 4.1.8 Directs procedures respecting all education grants.
- 4.1.9 Administers all insurance policies.
- 4.1.10 Submits to Alberta Education all required financial documents in compliance with all Ministerial mandates and timelines.
- 4.1.11 Provides reports to the Superintendent as required regarding the financial operations of the Division.
- 4.1.12 Assists in the negotiation, preparation and administration of agreements and leases entered into by the Division.
- 4.1.13 Assists with the negotiation and administration of various employee group contracts.
- 4.1.14 Allocates duties to, and undertakes performance appraisals of, Division Office financial support staff.
- 4.1.15 Arranges for ongoing in-service opportunities for financial support staff.
- 4.1.16 Prepares consolidated pupil enrolment data and school population trends.
- 4.1.17 Arranges for effective internal financial control procedures and audits.
- 4.1.18 Assists school sites with the preparation of annual budgets and the management of their financial affairs, including school-generated funds.
- 4.1.19 Conducts school visits and special audits to evaluate the effectiveness and efficiency of the financial and business operations in the schools.
- 4.1.20 Arranges for the elections of Trustees.
- 4.1.21 Prepares by-laws and arranges for the conduct of public referendums as required.
- 4.1.22 Attends Board, Committee and Public meetings as required, and ensures the preparation of minutes for these meetings.
- 4.1.23 Administers and supervises filing and record-keeping systems to effectively carry out the business of the Division.
- 4.1.24 Provides leadership and/or assistance in the development and revision of Board policies and Division administrative procedures, as assigned by the Superintendent.

4.2 Facilities Management

- 4.2.1 Supervises and administers the operational and maintenance requirements, including personnel, for schools and other Division facilities.
- 4.2.2 Assists in the planning and development of long-range facility plans, including submissions to Alberta Infrastructure.
- 4.1.3 Assists in the coordination of major capital projects undertaken within the Division.
- 4.1.4 Provides for appraisals and inventories of Division property.
- 4.1.5 Prepares estimates of capital requirements for by-law purposes, and addresses the administrative details pertaining to referendums and by-laws.

4.3 Pupil Transportation Management

- 4.3.1 Ensures the provision of safe, efficient and economical transportation services within Division urban centers and rural areas.
- 4.3.2 Provides liaison with public school jurisdictions that transport Division students by way of transportation agreements.
- 4.3.3 Negotiates and administers transportation agreements with transportation companies and public school jurisdictions, as required.

4.3.4 Ensures that all eligible transportation grants are received by the Division.

4.4 Other Responsibilities

- 4.4.1 Provides leadership into the Division's strategic planning process including the development of education plans and results report, as assigned by the Superintendent.
- 4.4.2 Establishes and maintains positive working relations with the Board through the Superintendent.
- 4.4.3 Demonstrates effective organizational skills that support the Superintendent in ensuring the Division's compliance with all legal, Ministerial and Board mandates and timelines.
- 4.4.4 Works with the Superintendent to ensure that positive external and internal communications are developed and maintained.
- 4.4.5 Practices leadership in a manner that is viewed positively and has the support of those with whom he/she works most directly in carrying out the performance responsibilities assigned by the Superintendent.
- 4.4.6 Models involvement in a Catholic faith community.
- 4.4.7 Attends and participates in appropriate ASBA, ACSTA, ASBOA and CASBOA seminars and conferences.
- 4.4.8 Attends other conferences, seminars and conventions to foster and facilitate professional growth and development.
- 4.4.9 Performs other responsibilities as assigned by the Superintendent.

5. **Conditions of Employment**

- 5.1 The appointment of the Secretary-Treasurer is secured through a written contract of employment. The first year of employment is subject to a probationary contract. An ongoing contract of employment is subject to a successful performance appraisal during the probationary period.
- 5.2 Conditions of employment are specified in the contract of employment.

6. **Performance Appraisal**

- 6.1 The Superintendent of Schools will evaluate and assess the performance of the Secretary-Treasurer. In carrying out this responsibility, it is recognized that the Secretary-Treasurer is entitled to such a review in an objective, fair, and straightforward manner so that his/her performance may be as effective as possible for the Division.
- 6.2 The evaluation and assessment process shall be an improvement-oriented process, including a self-reflection component that is primarily based on the performance responsibilities outlined in Section 5 above.