



JOB DESCRIPTION

Secretary Treasurer

The Secretary Treasurer reports to the Superintendent and is part of the District Leadership Team, a team of senior administrators comprised of the Superintendent, Assistant Superintendents, Directors of Instruction, Director of Human Resources, Manager of Communication and Corporate Services and the Secretary Treasurer.

The Secretary Treasurer provides leadership and vision for the provision of corporate, financial, facilities and planning services to external and internal stakeholders of the operation. The District has an annual operating budget of 245 million and approximately 3500 employees, including managerial and administrative support staff and school based administrators. The Secretary Treasurer has significant responsibilities with external agencies, local governments, senior Ministry of Education officials, and the Board of Education.

Key areas of active leadership include: financial and corporate operations, legal affairs, purchasing, policies and procedures, financial information management, risk management, maintenance, caretaking, facilities and long range planning. The Secretary Treasurer is responsible to the Superintendent for supporting the Board of Education and leading the financial and business functions of the District.

The Assistant Secretary Treasurer – Facilities and Planning, the Assistant Secretary Treasurer – Corporate and Financial Services and the Executive Assistant to the Secretary Treasurer, report to the Secretary Treasurer. As the corporate financial officer, the Secretary Treasurer provides leadership in developing policies and administrative procedures in the areas of business services, corporate affairs and facilities and aligns these with the mission and goals of the Board of Education.

Specific Responsibilities

- Functions as the Secretary to the Board assisting the Board in conducting its affairs effectively and efficiently. In consultation with the Superintendent and Chairperson plans the agenda and assists in the procedural affairs of Board meetings.
- Serves as a key member of other committees as assigned. This includes the Emergency Awareness Committee, the District Environmental and Sustainability Committee, the Retirement Committee of the Non-Teaching Pension Plan. The Secretary Treasurer acts as the lead staff person for the Liaison committees for the five local governments and attends all Board meetings and other appropriate committee meetings as required.
- Within the context of the School District's Planning Function, works with key members of the leadership team including input from other key user groups, formulates and recommends to the Superintendent an annual operational plan for the Secretary Treasurer's Department. This plan will set out a future vision for the Department, identify the critical issues to be addressed in achieving the vision and establish short, medium and long term objectives, strategies and plans for the

Department. The plan will clearly articulate the service orientation of the Department and be focused on supporting the achievement of the District's student achievement agenda.

- Develops and maintains a strong team that is accountable for the day-to-day management of the District's business functions and ensures that all activities are consistent with the mission, philosophy and goals of the School District. In so doing, will take a proactive approach to succession planning by identifying key members of the team and accelerating the development of this talent through selective job experiences and other activities.
- Ensures that the District has appropriate financial policies and procedures that are consistent with the needs of the School District and regulatory reporting and conform to rules and regulations as set out in the School Act and other related legislation.
- Provides reports on the financial operation of the School District in a timely and relevant fashion. Included in such reports are financial statements, costing and analysis and any specific analysis or reports required by the Superintendent and/or the Board of Education.
- Reviews financial reporting systems on a regular basis to ensure that the District Leadership Team and the Board of Education receives financial and statistical information in a format which assists them in making effective management decisions.
- Responsible for ensuring all reports and information from the business/finance area required by the Ministry of Education and Ministry of Finance are filed in an accurate and timely fashion.
- Through the Assistant Secretary Treasurer – Corporate and Financial Services, ensures the ongoing development and maintenance of an accounting system which systematically and accurately records and reports all financial transactions of the School District.
- Oversees the establishment and maintenance of appropriate internal controls to protect the School District's resources and assets to ensure accuracy and reliability of information. Ensures operational audits are performed from time to time to test the system.
- Ensures that the external auditors control memorandum recommendations are reviewed by the Board of Education and changes relevant to the recommendations are implemented.
- Through the Assistant Secretary Treasurer - Facilities and Planning, ensures the coordination and preparation of the operating budget, capital budget and Annual Capital Plan for the District.
- Ensures the ongoing development of budgeting systems which ensures participation, ownership and accountability throughout all levels of the School District.
- Keeps the Superintendent and the Board apprised of potential problem areas and recommends corrective action on fiscal, facilities, business, and corporate legal matters.
- Approves all capital funding requests to the Ministry.
- Ensures all insurable risks are covered by insurance at an appropriate level.

- Ensures compliance with legal requirements imposed by the School Act and other related legislation regarding district and Board related matters as they relate to their roles as trustees.
- Reviews and approves legal contracts for compliance with the legal requirements in capacity as signing authority for the district.
- Prepares contracts on various matters and engages legal counsel as required and is responsible for contract administration at district level.
- Supports the Director of Human Resources in the area of labour relations as needed including the negotiation and administration of collective agreements.
- Ensures that effective and efficient purchasing policies and practices are established and implemented according to Board and Ministry policies through the Assistant Secretary Treasurer – Corporate and Financial Services.
- As a member of the District Leadership Team, is responsible for the development of strong relationships with all the functional areas of the District including school principals, teachers, union representatives, DPAC, consultants and others.
- Develops and maintains effective relationships with senior officials of the Ministry of Education, Ministry of Finance, municipalities, Members of the Legislative Assembly and the media, other school districts and the B.C. Association of School Business Officials by focusing on political influences and recognizing and understanding special interest dynamics.
- Keeps informed of developments in financial, information systems and education management and identifies new and innovative approaches that could be implemented at the School District.
- Supervises the acquisition, development and disposition of district properties.
- Develops business cases that are aligned to meet Board goals and objectives.

Contacts and Communication

- Communication requires regular use of highly developed analytical and leadership skills in dealing with a variety of internal and external stakeholder groups and across a number of functional areas.
- Continuous contact with the Board of Education, District Leadership team, CUPE executive, CTA executive, Principals, Senior Officials for Ministry of Education and other ministries, five Local Governments, District Parent Advisory Council and Members of the Legislative Assembly.

Required Knowledge, Education and Experience

- A Bachelor's degree, preferably in business administration plus a professional accounting designation, or educational equivalency.
- A Master's degree is preferred
- A minimum of five years' experience in a senior leadership capacity in a complex financial setting with multiple unions preferably in a public sector environment.
- Demonstrated leadership in the area of financial administration and capital project administration.

- Knowledge of the principles and practices of accounting, auditing, management information systems, purchasing and budgeting.
- Demonstrated experience in a public/government administration environment, particularly in financial, purchasing, risk management, facilities and governance matters.
- Demonstrated experience in presenting complex issues to various groups of stakeholders
- Demonstrated ability to plan, organize, and implement solutions to financial and operational problems of a highly strategic nature, effecting the entire organization.
- Excellent teamwork, problem solving, managerial, interpersonal, negotiating, dispute resolution and communication skills