



## Secretary-Treasurer Administrative Procedure 2.B.220

2.0 Human Resources  
2.B. Position Descriptions

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**Board Governance Policy Cross Reference:** 1, 2, 3, 4, 12, 13, 16

**Legal Reference:**

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**Date Adopted:** January 2004

**Date Amended:** October 2006, April 2018, July 2018, July 2023, December 2024

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### PHILOSOPHY

Evergreen School Division believes in a system that fosters respect, caring and good communication within and outside the school division. The major goals and tasks of the employees of the division are to honor these values in the daily interactions with staff, students and the public and to assist in the development and implementation of a quality education system. Confidentiality is an expectation of these positions of trust in our public school system.

### GENERAL POSITION DESCRIPTION

The Secretary-Treasurer reports to the Superintendent. The primary function of the Secretary-Treasurer as a member of the Superintendent's management team is to provide leadership in the business administration activities. These include accounting, purchasing, payroll, and transportation and maintenance assigned to them. They will act as the Business Administrator of the School Division and Office Manager of the Education Support Centre.

### RESPONSIBILITIES AND DUTIES

1. Assist the Superintendent with planning the agenda for Board meetings and prepare reports on matters which fall within the jurisdiction of this position.
2. Attend all Board meetings and other meetings as the Superintendent may direct.
3. Prepare the minutes and related correspondence of all Board meetings and other duties arising from the meetings.
4. Review and sign contracts and agreements involving the Board's signing officers in areas dealing with contracts, collective agreements, shared service agreements, teacher contracts, by-laws and financial agreements, etc.
5. Administer and enforce Board policies in all aspects of the business administration services of the Division.
6. Assist the Superintendent and Board Committees by providing information and analysis as well as recording and preparing materials as required.
7. 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.
8. Ensure the collection of non-resident fees and other receivables and maintain proper subsidiary ledger control.

9. Handle all banking (deposits/reconciliation), financing of capital projects and cash flow projections for the School Division.
10. Administer the purchasing of the Division's supplies and materials by arranging for tenders and/or quotations as required by the *Public Schools Act* and Division procedures.
11. Provide the Superintendent and the Board of Trustees with operating statements on a regular basis in accordance with the Board Policy.
12. Monitor expenditures for all schools and departments.
13. Ensure that guidelines and administrative procedures regarding school fund accounts are followed and reports are filed in accordance with procedure.
14. Ensure that payment of all accounts are properly made and report such payments to the Board of Trustees for subsequent approval on a regular basis.
15. Provide counsel and assistance to school administrators in the areas of school fund accounting, school administrative procedures, purchasing, accounting and reporting of information to Manitoba Education.
16. Prepare the budget and review school and department budget requests prior to their submission to the Superintendent and the Board of Trustees.
17. Ensure that all staff salaries and benefits are properly made and report such payments to the Board of Trustees for subsequent approval on a regular basis.
18. Interpret and administer the various Collective Agreements and report any problems and/or concerns to the Superintendent.
19. Recommend the engagement, suspension and/or dismissal of personnel under their direction.
20. Conduct and/or convene professional development in-service sessions for administrators and/or support staff in the business administration area.
21. Encourage their staff members to participate in professional development programs and in-service sessions in the areas for which they are responsible.
22. Evaluate the performance of personnel under their direction in accordance with Board policy.
23. Act as office manager including but not limited to reviewing and approving vacations, hours of work, staff expectations, facilitate staff meetings, provide recommendations efficiencies/ expectations of the office.
24. Monitor the cleanliness and upkeep of the facilities and grounds and issue Work Orders and/or *laisse* with the Maintenance Department.
25. Review, assess and make recommendations to the Superintendent concerning all policy or program changes in the business administration area.
26. Provide the Superintendent and the Board of Trustees with management reports and advice to assist them in making decisions.
27. Administer program development and implementation in areas of inventory control on fixed assets and stores; maintenance and repair of facilities, management information systems, school accounting systems and other areas under their direction.
28. Ensure that all Division operating grants and capital grant claims are properly submitted and payment is received.

29. Assist the Buildings Supervisor and Transportation Supervisor in administration of the Maintenance and Transportation Departments in the areas of capital projects, budget control and management reporting.
30. Prepare reports and proposals for Manitoba Education and other government bodies as required.
31. Participate as an individual in appropriate local, provincial, regional, national and international organizations which promote professional development for school business administrators.
32. Serves as the privacy officer for the division, addressing matters concerning FIPPA/PHIA requests in consultation with the Superintendent.
33. Perform such other duties as may be assigned by the Superintendent and/or the Board of Trustees.

#### EMPLOYMENT REQUIREMENTS

- Demonstrated successful experience in the public sector at a senior management level;
- A professional accounting designation – CPA (or legacy designation CA, CGA, or CMA);
- Experience with provincial legislation and compliance requirements;
- Management experience in finance and business operations, preferably in the K-12 sector;
- Experience with support of board governance; and
- Experience in the areas of purchasing, operations, transportation and health and safety would be an asset.