

Assistant Secretary Treasurer

Job description



Position Summary

The Assistant Secretary Treasurer is a member of the School District's senior management team. They are responsible for the maintenance of the School District's annual budget, internal and external financial reporting and overseeing the finance, payroll and purchasing functions.

The Assistant Secretary Treasurer supports the School District's mission in inspiring and nurturing students to thrive in their learning, relationships and community. They place a strong emphasis on building a cohesive team by prioritising trust, collaboration and open communication.

Duties and responsibilities

Planning

- Identifies and implements improvements in business systems and procedures throughout the District
- Remains current in accounting standards, Provincial Government reporting requirements and accounting software
- Contributes to the development and implementation of operational plans consistent with District objectives

Personnel

- Supervises staff including assignment of work, development and evaluation of performance, approval of leave, response to grievances and initiation of discipline processes
- Conducts ongoing communications with internal and external stakeholders to ensure an understanding of the District's financial processes and resolution of related issues

Budget Development and Management

- Plans, develops and coordinates all budgetary functions in accordance with legislation and District policies and procedures
- Develops and implements budgetary control systems and procedures for the District
- Plans and coordinates the preparation of annual budget plans and financial forecasts based on input from a variety of sources
- Plans, develops, monitors, analyzes and reports on all program or service budgets, including spending recommendations for funding allocations
- Prepares financial analysis of the organization's performance, develops options and prepares reports and recommendations
- Monitors quarterly projections and budget allocations and controls expenditures throughout the year
- Provides financial information to assist management to make informed, evidence-based decisions
- Takes action to strengthen the linkage between financial and performance information to support decision-making at the senior level

External Financial Reporting

- Prepares complete quarterly and year-end financial statements and liaises with auditors
- Ensures quarterly and year-end schedules and working papers are prepared accurately
- Exchanges information with external bodies on financial matters
- Prepares financial reports as required by funding providers and regulatory bodies, including the Provincial Government

Implementation of Financial Policy and Procedures

- Establishes and monitors appropriate financial systems and methods of internal control to safeguard the District's assets
- Ensures that all revenue to which the Board is entitled is received and recognized
- Ensures that all financial receipts and disbursements are recorded in accordance with GAAP and PSAB standards
- Manages cash flow and reporting of capital projects
- Ensures that financial reports are a fair and accurate representation of the District's financial position
- Liaises with the software providers and maintains finance department software modules
- Interprets and administers Acts and Regulations and ensures compliance with Board and government policies, procedures and standards

Supports District Leadership

- Assumes the duties of the Secretary-Treasurer in their absence
- Assists the Human Resources team in the administration of Collective Agreements
- Supports the maintenance and reporting of non-financial district data as needed
- Support the implementation of the Truth and Reconciliation Commission's Calls to Action on Education

Education, Experience and Skills

- Chartered Professional Accountant (CPA) designation
- Progressive experience in accounting or finance with at least five years of successful supervisory experience
- Strong interpersonal skills with a demonstrated ability to collaborate and communicate technical information effectively
- A demonstrated ability to research, analyze and report complex financial information to support sound financial decision-making
- Strong IT literacy, with the demonstrated ability to learn how to use new software quickly and effectively