

ST. JAMES-ASSINIBOIA SCHOOL DIVISION
Great Schools for Growing and Learning

JOB DESCRIPTION:
AP1-8

LL 88966

CCA

DIVISION ADMINISTRATIVE JOB DESCRIPTIONS

POSITION: ASSISTANT SECRETARY-TREASURER

REPORTS TO: Secretary-Treasurer/ Chief Financial Officer

SUPERVISES: Financial Staff as designated by the Secretary-Treasurer/Chief Financial Officer

JOB SUMMARY: To assist the Secretary-Treasurer/Chief Financial Officer in directing, administering, coordinating and monitoring the financial and business affairs of the Division in such a way as to provide the best possible educational services within the financial resources available.

KEY ACCOUNTABILITIES:

1. To assist the Secretary-Treasurer/Chief Financial Officer in the development of the annual budget; including preparing salary, benefit, supplies, services and equipment forecasts at regular intervals.
2. To prepare audit and budget FRAME settlements for Operating, Capital and Special Purpose funds.
3. To prepare financial statements, reconciliations, and analysis for March 31 Public Sector Accounting Compliance Audit.
4. To monitor and maintain Capital Fund accounts, and prepare year end working papers for Capital accounts.
5. To calculate and verify the accuracy of all salary grids; and to review and authorize payroll registers including returns and remittances for GST, Income Tax, UIC, CPP
6. To administer all leases, permits and debenture projects.
7. To collaborate with senior administration to establish five year schedules for building repair and replacements, betterments and leases.

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8. To manage the Division's insurance program for general liability, Manitoba School Insurance, property, travel accident, volunteer and Universal Student Accident insurance and to manage the claim/loss of property with the Division's insurance vendor.
9. To administer and coordinate the transfer and disposal of fixed assets and manage surplus equipment and storage.
10. To assist the department with the completion of internal audits and the implementation of internal controls, and to assist in the external audit process to ensure sound fiscal controls.
11. To assist with the financial analysis and serve as a representative on the Negotiations Committees for various unions.
12. To review and authorize visa expenditures.
13. To provide information and recommendations to the Board to facilitate decision-making.
14. To act as a signing officer for the Division.
15. To assume other responsibilities as required.

REQUIRED EDUCATION AND EXPERIENCE:

- Chartered Professional Accountant in good standing.
- Knowledge of FRAME, PSAB, CPA Canada handbook and sales tax regulations.
- 10 Years related experience at a senior level including supervisory experience.
- An equivalent combination of education and experience may be acceptable to the Division.

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