

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

JOB DESCRIPTION:
AP1-7

LL 1361664

CCA
AFA/CBB
AFA-E/CBB-E

DIVISION ADMINISTRATIVE JOB DESCRIPTIONS

POSITION: SECRETARY-TREASURER/
CHIEF FINANCIAL OFFICER

REPORTS TO: St. James-Assiniboia School Division Board

SUPERVISES: All Financial Staff

JOB SUMMARY: To direct, administer, coordinate and monitor 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 meet all directives of the Public Schools Act as well as those from Manitoba Education and Early Childhood Learning.
2. To direct, manage and coordinate the budget control system and assume responsibility for budget development and long-range financial planning.
3. To assist the Superintendent/Chief Executive Officer in maintaining a positive and effective relationship with civic and provincial authorities, community members and external organizations.
4. To hold the school administrators, managers and supervisors accountable for their annual budgets and the financial operations of the schools and departments.
5. To manage the internal auditing program for all Division funds and implement additional internal controls as required.
6. To arrange for the external audit of Division accounts and work closely with independent auditors as the Board may engage from time to time to meet its legal obligations for ensuring sound fiscal controls.

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7. To supervise the collection, safekeeping and distribution of all funds. This includes receiving all monies payable to the Division and disbursement in the manner directed, as well as managing the payment of all accounts and payroll statements that are payable by the Division.
8. To approve payment, under final certificates, for payments in respect to contracts awarded by the Board.
9. To provide all necessary reporting to the Board and to Manitoba Education and Early Childhood Learning.
10. To provide information and recommendations to the Board to facilitate decision-making.
11. To interpret and report on the financial position of the Division to the community.
12. To direct and manage the fixed asset inventory control system.
13. To act as a signing officer for the Division.
14. To direct and manage the Division's real estate (vacant buildings, leases, permits) and the Division's insurance program.
15. To lead the process of implementing required changes related to salary and benefit enhancements for all staff.
16. To serve as the main Divisional resource on the Non-Teaching Retirement Plan Committee and work closely with the Pension Administrators to ensure due diligence.
17. To organize the appointment of a Senior Election Official for Trustee elections; and organize the new Trustee orientation sessions as requested by the Board.
18. To complete tax notice requirements and submissions,
19. To assume other responsibilities as required.

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REQUIRED EDUCATION AND EXPERIENCE:

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

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