

## **468 TREASURER / ASSOCIATE SUPERINTENDENT**

### **Identifying Information**

|                       |                                      |
|-----------------------|--------------------------------------|
| Position Title:       | Treasurer / Associate Superintendent |
| Classification Title: | Support Staff                        |
| Department:           | Central Office                       |
| Reports to:           | Superintendent of Schools            |
| Position Supervises:  | Accounting and Payroll Personnel     |

### **Position Summary**

Responsible for the effective management of the Division's financial services.

### **Qualifications**

1. Professional accounting designation CPA (CMA, CA, CGA) or an undergraduate from a related undergraduate program (commerce, management) and actively pursuing a professional accounting designation.
2. Experience in school business administration and financial reporting.
3. Thorough understanding of the Alberta Education Regulations as it relates to division finances and reporting.
4. Ability to work both independently and as a team member.
5. Knowledge of current business and project management practices and legislation.
6. Proficient in the use of computerized accounting systems and other relevant computer systems.
7. Strong analytical, organizational and communications skills.

## **Major Duties & Responsibilities**

### **Leadership Style/Skills**

1. Act for the Secretary / Associate Superintendent in their absence.
2. Strong people skills, team builder, contributing member of senior leadership team.
3. Able to assemble a strong team and build capacity in each of their departments.
4. Provide for the effective supervision and performance evaluation of employees in departments responsible to the Treasurer / Associate Superintendent.

### **Financial Management**

1. Management of financial affairs of the Division and all of its schools, including budget advice and training.
2. Work collaboratively in order to optimize financial operations for maximum student advantage.
3. Coordinate and prepare the annual budget, monthly statements and audited financial statements.
4. Coordinate timely financial reports to the Board and are able to explain in layman's terms.
5. Manage the day to day operations of the Division finance group.
6. Oversee reconciliation on a continuous basis of all general ledger asset and liability accounts.
7. Ensure the timely and accurate reporting of financial information to administration and the board. Prepare monthly statements for submission to Alberta Education. Prepare quarterly statements of revenue and expenditures for the entire Division for presentation to the Board.
8. Conduct the internal audit of all school-generated funds and prepare a written report on the school's compliance with policy and audit requirements in conjunction with the Secretary / Associate Superintendent.

### **Corporate and Support Services**

1. Assist the Secretary / Associate Superintendent in the administration of the affairs of the jurisdiction.
2. Support the Board and Superintendent in the development of meeting agendas,

attend meetings, prepare correspondence and ensure maintenance of accurate minutes.

3. Demonstrate strengths in planning, delegating, time management, assignment of responsibilities and ensure successful completion of tasks.
4. Support an appropriate balance between central and site-based decision making.
5. Facilitate, in collaboration with the Assistant Superintendent of Learning, Technology and Facilities, the successful planning and execution of all modernization and new construction projects, including development of the Facility Master Plan and capital project submissions.
6. Provide advice to the Board during the negotiation of employee collective agreements and other service contracts and agreements.

### **General**

1. Participate in research projects.
2. Compile reports.
3. Knowledgeable about and has an understanding of technology applications to enhance organization and learning effectiveness.
4. Attend various committee meetings as requested by the Superintendent.
5. Other duties as assigned by the Superintendent.

### **References**

Section 33,52,53,55,68, 198,199, 204, 205, 222,225 Education Act  
Employment Standard Code  
Labour Relations Code  
Occupational Health and Safety Act  
Freedom of Information and Protection of Privacy Act

### **History**

Developed: August 2003  
Amended: November 2017  
Amended: September 2020  
Amended: April 2023  
Amended: June 2023