

JOB TITLE: Secretary-Treasurer/Chief Financial Officer (CFO)

Status: Approved
Date: August 10, 2023

JOB SUMMARY:

Reporting to the Superintendent of Schools, the Secretary-Treasurer/CFO will lead the business operations of the school district which includes Finance, Maintenance, Transportation, and Technology departments. The position supports the Superintendent in strategic planning, district leadership and the district's ongoing focus on success for all learners and Truth and Reconciliation. The Secretary-Treasurer also serves as the corporate secretary to the Board of Education and presides over the official records of the district, including board minutes, all legal documents, financial reports, and budgets.

REPORTING TO: Superintendent of Schools

NATURE AND SCOPE OF WORK:

The Secretary-Treasurer/CFO leads the business operations to ensure the stewardship of the Board's assets, trust in the financial reporting and budgets, the management of financial risk and the effective operation of the district. The position is seen as supportive of the six communities in the district. The Secretary-Treasurer/CFO is the corporate secretary for the Board and oversees all matters pertaining to the Board's corporate affairs, Board meeting agendas and meeting minutes. The Secretary-Treasurer/CFO will manage internal and external reporting processes and deadlines to ensure compliance with the provisions of the School Act, Regulations and Ministerial Orders and Board policy.

ROLE AND RESPONSIBILITIES:

Corporate Secretary

1. Arranges and provides notice for all Board meetings, including committee and public meetings.
2. Ensures board materials have appropriate information for the Board to make effective and knowledgeable decisions.
3. Ensures accuracy of recording of Board proceedings at meetings (minutes).
4. Prepares board orientation materials and provides financial governance professional development.
5. Ensures proper completion of contracts, agreements, and partnerships with outside corporations/agencies.
6. Ensures appropriate insurance policies are in place for the district.
7. Ensures the maintenance, access, and protection of records is in accordance with the Freedom of Information and Protection of Privacy Act (FOIPPA) and Regulations.
8. Provides for the interpretation of legislation and provincial policy affecting the operation of the district.
9. Acts as chief electoral officer for the election of trustees.

Secretary-Treasurer / CFO Job Description (cont.)

Finance

1. Ensures the fiscal management of the district is in accordance with the terms or conditions of any funding received.
2. Develops budgets with student experiences and success as a priority and aligned with strategic directions and advises on the ability to sustain the services or programs into the future.
3. Ensures the operation of the district is fiscally responsible and maintains reserves to allow for future planning initiatives.
4. Ensures the district is supported by an appropriate financial system, processes, procedures, and internal controls.
5. Designs budget processes which meet provincial requirements with timelines and information provided, ensures transparency and understanding and allows for partner input.
6. Prepares the draft budget that supports the operationalization the Strategic Plan.
7. Oversees procurement.
8. Produces financial accountability and other reports in compliance with all legal and Ministerial mandates and timelines, Superintendent and Board requests.
9. Provides school sites and district managers with budget information to assist them with the management of their budgets and finances.
10. Ensures payrolls are processed on schedule and that all required reporting is submitted as required.
11. Works collaboratively with the external auditors to provide accurate financial statements.

Facilities Operations

12. Provides leadership in the development of a Long-Range Facilities Plan and annual updates to the Capital Plan, including provisions for instructional and support services.
13. Oversees the maintenance of building assets to an appropriate standard and ensures district compliance with the requirements of Occupational Health and Safety legislation.
14. Manages any leases of facilities, sale of properties or shared use of space with community.
15. Oversees the provision of business technology services in cooperation with the instructional support of technology for learning.
16. Acts as the building administrator at the School Board Office.

Student Transportation

Oversees the transportation system provided by the district to ensure the safety and welfare of students while being transported to and from school programs.

Human Resources Management

1. Provides support to the Director for the collective bargaining process with all unions.
2. Oversees reports for PSEC and approval of the submission of EDAS data.
3. Ensures that:
 - i. Preparation of staffing plans that fit within the budget.
 - ii. Implementation of employee benefit plans.
 - iii. Compliance with employment legislation, BCPSEA policies, PSEC approvals.
 - iv. Regular reconciliation of human resources allocations and finance.

Secretary-Treasurer / CFO Job Description (cont.)

Administrative Support

1. Oversees the School District Policy manual, arranging for publishing and distribution of new or revised policies and bylaws.
2. Oversees the records and files for the finance and administration department and corporate affairs of the Board.
3. Provides leadership in the planning, development, implementation, and evaluation of administrative procedures within areas of responsibility.
4. Ensures application of Board policy and administrative procedures as required in the performance of duties.
5. Coordinates legal services and risk management services for the district.

Communications and Community Relations

1. Provides timely internal communication that is open and transparent and enables staff to effectively do their work.
2. In collaboration with the Superintendent, provides open and transparent external communication.
3. Ensures a high level of satisfaction with the services provided and the responsiveness of the business operations.
4. Investigates and facilitates resolution of concerns and conflicts.

Leadership Practices

1. Practices leadership in a manner that is viewed positively and has the support of those with whom they work.
2. Exhibits a high level of personal, professional, and organizational integrity.
3. Contributes to a district culture which facilitates positive results, effectively handles emergencies, and deals with crisis situations in a team-oriented, collaborative, and cohesive fashion.

QUALIFICATIONS:

Education/Experience/Technical Requirements

The Secretary Treasurer/CFO will possess:

- A professional accounting designation (CPA) or Degree in Business Administration with financial accounting major along with experience.
- Minimum of 7-10 years recent and relevant senior level experience with evidence of progressively responsible senior positions.
- Experience supporting a Corporate Board or Board of Education.
- Demonstrated open and transparent leadership along with strong analytical and problem-solving skills.
- Ability to balance several tasks while completing a variety of diverse projects and assignments in a timely manner.
- Demonstrated success building teams - capitalizing on a strong fabric of relationships.
- A record of success providing open and clear communication; sharing information in a timely and transparent manner - excellent listening skills

Secretary-Treasurer / CFO Job Description (cont.)

- Proficiency with computer applications and relevant technology and experience in oversight of organization systems support.

The following is desirable and considered an asset:

- Previous work in the public sector.
- Experience with support of Board governance.
- Experience overseeing the technology support for business operations and student information.
- Experience in management under and compliance with the Freedom of Information and Protection of Privacy.