

<p>Kelsey School Division Box 4700 The Pas, MB R9A 1R4</p> <p>Phone: 623-6421</p>	<p>Code: CBAB</p>
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JOB DESCRIPTION - SECRETARY TREASURER

A. Authority

The Secretary Treasurer shall be the fiscal and business manager of the school system, supervising all financial and business matters of the public schools and of the Kelsey Adult Learning Centre, and shall report to the Superintendent.

B. The Secretary Treasurer Will Directly Supervise

1. Director of Maintenance & Transportation
2. Division Office Staff
(excluding clinicians and Administrative Assistant to the Superintendent)

C. Responsibility

The Secretary Treasurer shall be directly responsible for each of the following:

1. Attend all Board meetings and report formally to the Board.
2. Keep full and accurate minutes of all Board meetings.
3. Manage the Board's fiscal policies and keep the Superintendent and the Board informed about the status of the Division's financial and business matters.
4. Direct and supervise the activities directly concerned with finance, banking, accounting, construction, payroll, personnel records, purchasing, warehousing, printing, maintenance, transportation and custodial services.
5. Prepare the annual budget in consultation with the Superintendent for approval by the Board and coordinate and review budget expenditures.
6. Determine the financial needs of the Division, in collaboration with the Superintendent and the Board, and conduct short and long term planning to achieve the Division's financial goals.
7. Supervise, including recruitment, selection, orientation, and evaluation of all positions reporting to the position, including Director of Maintenance & Transportation and all support personnel.

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8. Be responsible for the engagement, release, and in cooperation with the Superintendent, inservice training of all CUPE personnel.
9. Be responsible, where necessary, for any disciplinary action to be taken against all CUPE personnel.
10. Consult and cooperate with officials of Manitoba Education, the Manitoba School Board Association and other groups associated with education.
11. Be responsible for the preparation of agendas and chairing of Workplace Health and Safety, Union Management, and such other committees, upon request.
12. Perform other duties as assigned or requested by the Superintendent or the Board.