

## **ASSOCIATE SUPERINTENDENT OF FINANCE AND DEPUTY TREASURER**

**FUNCTION:** Assist the Superintendent in the planning, organization and control of the Division of Finance-Business Administration with specific responsibility for the coordination of Budget and Financial Services.

### **DUTIES:**

1. Assists in the formulation and amendment of policies and guidelines for all aspects of the financial affairs of the Board of Education. Assist in planning, decision-making, establishment, and monitoring of goals and objectives for the Division.
2. Serves as second in command of the Division. Assume the duties and responsibilities of the Superintendent as directed.
3. Coordinates, through subordinate directors, activities such as the preparation of reports on the financial analysis of operations, summary of the Board's financial position, preparation of budgets and financial forecasts, and the evaluation of need for funds.
4. In conjunction with the Superintendent of Finance, and in consultation with the Directors, determines the organizational structure and the goals and objectives for the Departments and defines roles and responsibilities. Monitors performance of the departments and recommends changes in procedures, methods, or standards, to better meet established budgetary commitments, timelines, or accounting functions.
5. In conjunction with the Superintendent, coordinates and monitors the development of management information systems in the Division. Plan and institute procedures to monitor progress in relation to specifications and time schedules. Develop reporting systems to facilitate policy decision-making.
6. In conjunction with the Superintendent, oversees the final approval of statements and reports prepared by the Budget Services and Financial Services Departments.
7. Monitors the preparation of budgets and ensures the ongoing monitoring, control, and analysis of budgets for the Board.
8. Directs the development and coordination of economic and physical planning studies, and interprets and recommends Board policies and regulations to the Superintendent of Finance and Treasurer as required.
9. Interprets legislation and advises on implications of changes to the Board.
10. Selects or approves the appointment of subordinate staff and directs their training to ensure efficient usage of personnel. Coordinates activities within areas and with other departments. Prepares or directs preparation of staff evaluations.
11. Advises senior management within the Division of trends which may be significant to other areas of the organization.
12. Assists staff with difficult administrative or technical problems for which no established procedure exists.
13. Represents the Division on boards and committees as required.
14. Performs other related duties as assigned.

**QUALIFICATIONS:** Possession of a recognized accounting designation and/or a Master of Business Administration degree. A minimum of eight years of successful management experience is required. Experience with computer technology, particularly as it relates to accounting and budgeting. Possession of verbal and written communication skills and the ability to speak effectively in public. An understanding of school system organization. Demonstrated organizational, administrative, and leadership skills. Personal suitability.