

## **SUPERINTENDENT FOR BUSINESS AND TREASURER**

**AREAS OF RESPONSIBILITY:** Responsible for all business affairs of the Board

**QUALIFICATIONS:** Chartered Accountant or other Approved Accounting Designation and Supervisory Officer – Business Certificate

**REPORTS TO:** The Superintendent of Business and Treasurer reports to the Director of Education

**SUPERVISES AND EVALUATES:** Superintendents of Finance & Plant, Managers of Purchasing & Warehousing and Information Services

**PRIMARY ROLE:** The Superintendent of Business and Treasurer is responsible for the effective administration of the various business policies and practices approved by the Board. The Superintendent assists the Director and other Superintendents in reaching decisions that are sound not only educationally, but in a business sense.

### **RESPONSIBILITIES:**

1. Safeguard the assets of the Board.
2. Accept responsibility for the budget process in its entirety.
3. Provide support service to the system in financial matters, in building and grounds care and maintenance, in transportation of students where required, in overall computerized information services, and in providing a high quality of equipment, supplies and services for the lowest possible cost, delivered in an efficient manner.
4. Supervise and coordinate the work of the Superintendents of Plant and Finance and the various Managers in the Departments.
5. Assign specific duties to, supervise, and evaluate the work of support staff members.
6. Maintain and update annually a comprehensive five-year plan for the Business Department.
7. Serve as a member of Executive and Administrative Councils and participate fully in decision-making which will best serve the interests of the students and ensure the efficient operation of the school system.
8. Advise the Executive and Administrative Councils of all business matters that require their consideration.
9. Prepare and support a budget for the Business Department.
10. Attend meetings and act as Executive Member of Board Committees as required.
11. Act as custodian of all legal documents relating to property or contracts.
12. Negotiate the purchase or sale of land and buildings as required.
13. Maintain liaison with various municipal bodies involved in land development.
14. Develop the required financial, building, and maintenance controls to ensure the welfare of the Board and its schools.
15. Assume the role and responsibilities of the Treasurer of the Board of Education as prescribed by Acts and Regulations and by the Board of Education.
16. Advise the Director of Education and Negotiating Committees on negotiation matters related to cost.
17. Provide liaison and advice to the Superintendent of Human Resources on matters related to employee benefits.
18. Carry out additional responsibilities as required by the Director of Education or the Board.