

SUPERINTENDENT FOR FINANCE AND TREASURER

IMMEDIATE SUPERVISOR: Chief Superintendent of Schools

FUNCTION: Plans, organizes, directs, and supervises the activities of the Division of Finance-Business Administration with the responsibility for the business and financial affairs of the district.

DUTIES:

1. Serves as a member of CSPAC. Assists in planning, establishment of objectives, goals, policies, and procedures for the system.
2. In conjunction with the Chief Superintendent, establishes objectives, policies, standards, and procedures for the Division. Ensures that the requirements of the School Act, other acts, policies, and regulations of the Board or provincial governments relating to financial management, are met.
3. Prepares, or directs the preparation of, advisory reports for the Chief Superintendent and the Board on the financial analysis of operations: summarizing the Board's financial position in areas of income and expenditures; preparing budgets and financial forecasts; evaluating the requirements for funds and the investment of surplus funds; and developing policies and procedures to ensure that all applicable grants for the system are received.
4. Ensures management of the Board's funds, the preparation of financial records for the Board, the preparation of payroll and accounts payable, the provision of purchasing and warehousing services, budget preparation and control, transportation, and the provision of word processing, printing, and mail and food services to the Board. Provides a consulting service on financial and business affairs to other Divisions of the Board.
5. Subject to the approval of the Chief Superintendent, authorizes the establishment of departments and positions within the Division. In conjunction with divisional directors and managers, coordinates the activities of departments within the Division and with other Divisions of the system.
6. Selects or approves the selection of senior staff in the Division, and is responsible for an overall personnel program for the Division, including the authority to terminate staff as necessary.
7. Coordinates the preparation of the yearly Operating and Capital Budget, and monitors and controls the approved budget. Presents the Operating Budget to the Board. Prepares the annual budget for the Division.
8. Provides for administrative controls, such as the maintenance of records, reports, and audits for the Division and system.
9. Maintains an awareness of developments affecting objectives and policies, and takes initiative in recommending remedial action or adjustments in consultation with the executives involved.
10. Provides advice and technical guidance to the Chief Superintendent and the Board in matters relating to financial management and business affairs.
11. Maintains the insurance coverage of the Board's real property and liability coverage of the Board's operation.
12. Ensures that the Board of Education receives proper assessment support from public school supporters.
13. Maintains liaison with the State Department of Education, appropriate municipal officials, other school systems, and other public agencies.
14. Performs other related duties as assigned.

QUALIFICATIONS: Qualifications as a Certified Public Accountant or a Master's of Business Administration with financial emphasis combined with a minimum of ten years' successful management experience. An equivalent combination of education and experience may be acceptable. Demonstrated organizational ability and human resource leadership skills. Expertise in financial management and the ability to analyze, interpret, and communicate financial detail. An understanding of computer technology and procedures. Possession of verbal and written communications skills and the ability to speak effectively in public. The possession of superior leadership skills and an exceptional ability to work with other people in the organization to promote the objectives of the system. An understanding of school system organization and knowledge of the relationship between business principles and their use in achieving educational objectives.