

ROLE OF MANAGER – FINANCIAL SERVICES

Background

Guided by the Division's vision, mission, beliefs, values, and goals, the Manager – Financial Services will assist the Secretary Treasurer in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the Education Act and Board policy.

Procedures

The Manager – Financial Services is directly responsible and accountable to the Secretary Treasurer.

The Manager – Financial Services will have specific responsibilities for:

1. Financial Services Management

- 1.1 Manages the daily financial operations of the Division.
- 1.2 Acts as system administrator for the Division financial software system, maintaining the integrity of the system including creating/changing/deleting users as necessary, providing ongoing support to all users, and evaluating the need for system enhancements or changes.
- 1.3 Assists in the preparation of the annual Division budget and the revised Division budget as directed by the Secretary Treasurer.
- 1.4 Assists in the preparation of department/school budgets in the Division, as required by the Secretary Treasurer.
- 1.5 Answers inquiries from schools and other departments regarding their financial reports; prepares journal entries as required.
- 1.6 Prepares quarterly report of school-generated funds. Performs annual audit of school generated funds for selected schools and prepares a written report on the selected schools' compliance with Administrative Procedures and Alberta Education's requirements.
- 1.7 Assists the Secretary Treasurer in the preparation of a quarterly statement of revenues and expenditures for the Division.
- 1.8 Assists the Secretary Treasurer in the preparation of the annual financial statements and the coordination of the annual audit.
- 1.9 Oversees reconciliation, on a continuous basis, of the general ledger accounts.
- 1.10 Assists the Secretary Treasurer with the maintenance of the insurance program for the Division.
- 1.11 Ensures the timely collection of student enrolment data.

- 1.12 Administers trust and scholarship funds of the Division.
2. Fiscal Responsibility
 - 2.1 Operates in a fiscally prudent and responsible manner.
3. Policy/Administrative Procedures
 - 3.1 Participates in the planning, development, implementation and evaluation of Board policies and administrative procedures related to Financial Services.
 - 3.2 Ensures the application of Board policies, administrative procedures as required in the performance of duties.
4. Organizational Management
 - 4.1 Within areas of responsibility, demonstrates effective organizational skills resulting in compliance with all legal and Board mandates and timelines and adherence to the Secretary Treasurer's directives.
 - 4.2 Exhibits a high level of personal, professional and organizational integrity.
 - 4.3 Takes appropriate actions to ensure open, transparent internal and external communications are developed and maintained within area of responsibility.
5. Human Resources Management
 - 5.1 Has general responsibility for the day-to-day supervision of Financial Services staff.
 - 5.2 Ensures job descriptions are developed and updated, and evaluation processes are implemented for direct reports, in accordance with procedures established by the Secretary Treasurer.
6. Secretary Treasurer Relations
 - 6.1 Establishes and maintains positive, professional working relations with the Secretary Treasurer.
 - 6.2 Honours and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy and encourages staff to do the same.
 - 6.3 Provides the information which the Secretary Treasurer requires to perform her role in an exemplary fashion.
 - 6.4 Handles other duties as assigned by the Secretary Treasurer.
7. Other Duties and Obligations
 - 7.1 Develops and implements a personal professional growth plan for their ongoing professional improvement.
 - 7.2 Performs other duties and obligations as assigned by the Secretary Treasurer

References: Section 11,33,52,53,68,196,197,204,222,225 Education Act
Employment Standards Code
Freedom of Information and Protection of Privacy Act
Labour Relations Code
Funding Manual for School Authorities

Approved: November 2005

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