

2.0. Human Resources

2.B. Position Descriptions

SECRETARY-TREASURER

Policy Reference: EL-1.2

Under the direction and supervision of the Superintendent, the Secretary-Treasurer shall provide leadership in the business administration activities: including accounting, purchasing, payroll, general administration and those areas of responsibility specifically assigned. The Secretary-Treasurer will ensure compliance with Public Sector Accounting Board Standards.

1.0 Maintain accurate financial records

- 1.1 maintain and balance all revenue to general ledger
- 1.2 maintain and balance all revenue to two scholarship accounts, make deposits and receipts, issue tax receipts for scholarship donations
- 1.3 maintain and balance ledger for revenue and expenditures for bank and credit union accounts; issue cheques as required
- 1.4 prepare information and assist auditor with revenue, two payrolls, two benefits, scholarship recipient information for T5s, donation for scholarship funds, and Revenue Canada
- 1.5 reconcile payroll and benefit accounts
- 1.6 prepare debenture agreements, borrowing by-laws, other bylaws, transfers, etc.
- 1.7 supervise accounts payable processes, review invoices and sign all accounts payable cheques
- 1.8 authorize employee expenses
- 1.9 ensure accounts receivable invoices for tuition fees, substitute teacher reimbursements, etc are prepared

2.0 Prepare annual budget

- 2.1 prepare salary expenditures and benefits for teachers and non-teaching staff
- 2.2 prepare budget breakdown for salaries and benefits
- 2.3 prepare budget breakdown for payroll tax, tuition fees, taxes, and bank interest
- 2.4 prepare and calculate special levy notices for RMs, Municipal Affairs, and Public Schools Finance Branch

3.0 Compile reports and statistics

- 3.1 collect and process student enrolment and teacher activities data using EIS – Manitoba Education program
- 3.2 prepare monthly report to Statistics Canada for both teaching and non-teaching payrolls

- 3.3 supervise preparation of monthly reports to Great West Life Insurance, Mercers, MTS, TRAF, Blue Cross, CUPE, GRSP accounts, MAST; prepare year end reports for same where required
- 3.4 prepare annual reports of teaching time for part time and substitute teachers
- 3.5 prepare annual information on group insurance coverage for each employee enrolled
- 3.6 prepare various departmental reports as required on teaching staff, statistical information (fall forms), etc.
- 3.7 prepare information on retiring teachers to TRAF
- 3.8 prepare information for Employment Insurance on employees laid off/retiring, answer enquiries regarding Employment Insurance
- 3.9 prepare claims and reports for other programs (ALC, FVETC, etc.) and meet with representatives when necessary

4.0 Participate in various meetings

- 4.1 attend all board meetings; act as recording secretary
- 4.2 attend committee meetings e.g. finance, and other when required
- 4.3 attend all public meetings when related to finance
- 4.4 collect information for committee meeting when required (e.g. Negotiations, Liaison, or others)
- 4.5 keep a list of business to attend to after board meetings

5.0 Conduct elections

- 5.1 act as Senior Election Official for the division to plan the trustee election
- 5.2 order and distribute all supplies required for nominations and an election, e.g. posters, kits, ballots, forms etc.
- 5.3 create and ensure delivery of posters for nominations and elections
- 5.4 maintain files of elections, e.g. nominations, advertisements, forms, correspondence etc., maintain maps for wards
- 5.5 select and appoint election officials for elections, deliver ballot boxes, supplies and ballots for election
- 5.6 arrange for voting place for elections
- 5.7 call for nominations, accept nominations, conduct elections
- 5.8 troubleshoot on Election Day, as required; receive election results, notify successful candidates and trustees

6.0 Supervise payroll processes which include:

- 6.1 preparation, set up and maintenance of payroll and benefits for the teaching, non-teaching staff and trustees
- 6.2 application forms to specific companies regarding benefits for all employees and maintain copies in personnel file
- 6.3 maintain journal record of all statutory deduction and benefits etc. for both payrolls, authorize payment and prepare voucher and journal entries monthly for both payrolls

- 6.4 maintenance of time sheet records for support staff; track sick leave, personal, compassionate, etc. for support and teaching staff
- 6.5 maintain a supply of benefit forms for employees use as required by each company,
- 6.6 apply garnishees when directed
- 6.7 ensure preparation of Record of Employment forms for 10 month employees in June, and for those who leave or retire
- 6.8 notification of any employee who requires long term sick leave; notify MAST and TRAF of employees who leave or retire
- 6.9 preparation of annual year-end reports, wage tax, WCB, T4's and T4 summaries
- 6.10 prepare indemnity payments to trustees for payroll and accounts payable

7.0 Other related duties as assigned