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## **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 School 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 Performs other duties and obligations as assigned by the Superintendent.

References: Section 18, 20, 60, 61, 96, 113, 116, 117 School Act  
Employment Standards Code  
Freedom of Information and Protection of Privacy Act  
Labour Relations Code  
Funding Manual for School Authorities

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