



South Slave Divisional Education Council

IDENTIFICATION

Department	Position Title	
South Slave Divisional Education Council	Secretary / Treasurer	
Position Number(s)	Community	Division/Region(s)
99-15031	Fort Smith	South Slave

PURPOSE OF THE POSITION

The Secretary/Treasurer is responsible for providing administrative, financial and communications support services to the District Education Authority (DEA). The Secretary/Treasurer must abide by the Education Act, the Financial Administration Act, Generally Accepted Accounting Principles and regional and district policies and procedures.

SCOPE

The District Education Authority (DEA) is the elected governing body that provides guidance and leadership to the school(s) located in the community. The DEA is responsible for providing education and educational facilities, programs and services to all students in accordance with the Education Act. This includes recommending the hiring of education staff, managing education facilities and equipment, managing the education budget for the district and consulting with parents and stakeholders.

The Secretary/Treasurer reports to the Chairperson and members of the DEA and is responsible for providing administrative, financial and communications support services to the DEA. This includes providing information to DEA members, supporting the preparation of annual budget documents, maintaining financial records, coordinating and delivering orientation and procedural training to new Board members, liaising with school administrative staff, parents and stakeholders, assisting with relevant policy implementation and providing general administrative support within the office.

The Secretary/Treasurer is responsible for monitoring and reporting on relevant office expenditures. The Secretary/Treasurer may be expected to supervise up to five casual or term

staff depending on the programs offered by the DEA. The position is also responsible for monitoring delivery of a number of programs delivered directly by the DEA including Transportation, Food Services, Early Childhood, Daycare and Library Services.

RESPONSIBILITIES

- 1. Provide information and guidance to the DEA and its committees in order to ensure the Members have the information they require, and that DEA business is conducted in an effective, timely manner:**
 - Explain established DEA roles and responsibilities including conflict of interest guidelines
 - Provide standard information on legislation, policies and procedures
 - Provide logistical and procedural orientation to new Members
 - Periodically review administrative procedures and recommend improvements
 - Flag issues and concerns raised regarding proposed procedures and policy implementation.
- 2. Maintain effective and ongoing communications between the DEA and school administration, parents and stakeholders:**
 - Receive and distribute appropriately, any information from the South Slave Divisional Education Council concerning new policies, procedures, programs and issues
 - Receive and distribute appropriately, any information from the Department of Education, Culture and Employment concerning new legislation, policies and programs
 - Liaise with school Principals and administrators
 - Share new policies and procedures with school administrators
 - Record school administrators issues and concerns for DEA's information, and relay as appropriate
 - Respond to enquiries from parents, students and the public
 - Prepare standard correspondence for signature by the Chair and DEA Members
 - Prepare reports on DEA and School activities
- 3. Provide administrative support to the DEA and its committees:**
 - Draft processes for DEA review and approval
 - Draft work plans and deadline dates from available information, for DEA approval
 - Coordinate and schedule meetings, including DEA and committees
 - Coordinate public meetings
 - Prepare and distribute agendas
 - Prepare and distribute meeting minutes, documents and correspondence
 - Support follow-up on meeting action items
 - Maintain DEA records and files
 - Provide administrative support to DEA Committees and Committee Chairs
 - Make travel arrangements for DEA Members
 - Maintain and update office inventories of furniture, equipment and computers
 - Maintain filing systems

- Process, distribute and respond to general mail
- Answer calls and inquiries
- Maintain office operations

4. Format and distribute annual office budget documents and maintain administrative financial records:

- Format the annual budget documents for DEA review
- Format financial reports including variance reports for review by relevant authorities
- Distribute relevant periodic reports to the Financial Committee
- Maintain the computerized accounts payable and accounts receivable
- Ensure payments are processed in a timely manner
- Receive and process expenditure statements from District schools
- Perform ledger entries as required, and reconcile bank statements
- Schedule and support the annual audit as directed
- Amend practices as required by the annual audit

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

The position has a high volume of work at the start and end of the school year, and encounters deadlines throughout the school year.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of board operations, roles and responsibilities;

Working knowledge of budgeting financial operations including the ability to read and prepare financial reports, maintain general ledgers and accounts, process financial transactions including accounts receivable and payable;

Fundamental knowledge of Generally Accepted Accounting Principles;

Highly proficient written and verbal communications skills and must be able to communicate effectively with people at various levels of literacy;

Knowledge of, and sensitivity to, the local political and cultural environment;

Strong computer skills with computerized financial and accounting programs, database programs, word-processing programs, spreadsheets and e-mail systems;

Able to maintain strict confidentiality.

Skills

The incumbent must demonstrate the following skills:

- excellent interpersonal skills
- team building
- bookkeeping skills
- analytical and problem solving skills
- effective verbal and listening communications skills
- time management skills

Typically, the above qualifications would be attained by:

The incumbent would normally attain the required knowledge and skills through completion of accounting and/or bookkeeping coursework combined with 5 years of related administrative and board operations experience. Equivalencies will be considered.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☐ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☒ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

- ☐ French preferred

Aboriginal language: To choose a language, click here.

- ☐ Required
- ☐ Preferred