

Westmount Charter School
Treasurer to the board – Central Office
Part-time, probationary position

Background:

Under the *Education Act*, the charter board shall appoint a treasurer to act as treasurer to the charter board.

Job Goal:

The charter board expects that the treasurer will carry out their responsibilities in accordance with the charter board and Alberta Education policy and regulations/procedures, the *Education Act*, and applicable provincial and federal statutes. This position serves as treasurer to the charter board and is responsible for the effective management of the charter board's business and support services. The treasurer provides overall coordination and efficient management in the areas of budgeting, finance, internal controls and external audits, supervision of staff, applicable administrative procedures, transportation, and insurance.

Function and Purpose:

The treasurer is the Chief Financial Officer of the charter board. The treasurer is responsible for ensuring the financial management of the school is in accordance with the terms and conditions of any grants received by the charter board under the *Education Act* or any other Act.

Reporting Relationship:

The treasurer reports directly to the charter board and is supervised by the superintendent.

Growth Objectives:

Objectives will be developed on an annual basis, by the charter board and the superintendent in consultation with the treasurer.

Supervisory Role:

The Accounts Payable Specialist, Transportation Coordinator and Financial & Accounts Receivable Specialist report directly to the treasurer.

Major Areas of Responsibility:

- Budgets
- Finance
- Internal Controls/External Audit
- Supervision of Staff
- Administrative Procedures
- Transportation
- Insurance
- Other Duties

QUALIFICATIONS

Education and Experience:

- Qualified accounting background supplemented by a post-secondary degree or diploma and three (3) to five (5) or more years of experience in related management work; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.
- An understanding of the education system in Alberta and experience in a school environment is preferable.
- Experience in the use of a Student Information System and Business Education Software System is an asset.
- A valid Police Information Check in place or in progress.
- Experience with the use of Microsoft Office applications.
- The Treasurer must be bonded as required under the *Education Act*.

Demonstrated Skills and Competencies

- Knowledge and experience in accounting and financial management.
- Professional work ethic.
- Must conduct duties with the highest integrity to maintain confidentiality.
- Positive leadership and interpersonal skills and the ability to work effectively as a team member in cooperation with other Charter Board members, school personnel, teachers and parents.
- Excellent organizational skills; Ability to communicate efficiently and effectively verbally and in writing.
- Ability to use computers including word processing, spreadsheet and database applications.
- Ability to work independently and able to take initiative.

Tasks

Budgets:

Collect and compile budget information from stakeholders to ensure funding requirements are met.
Present a draft budget to the charter board for review before final approval.
Oversee preparation of financial reports and projections.
Prepare, administer and monitor the annual budget in accordance with the program goals of the charter board.
Establish a period review of the budget and assist the charter board, the superintendent and administrators in the review and interpretation of the budget.
Complete budget forms as required by Alberta Education.

Finance:

Prepare and present information to the charter board as required.
Act as a signing officer for cheques and other society documents.
Serve as a member of the school's operation and management team.
Seek and identify efficiencies and potential cost-savings in operations.
Assist in developing and implementing long and short-range strategic plans for the school.
Assist with the preparation and execution of contracts and agreements of the society, as required.
Create, administer and evaluate requests for proposals as required.
Manage the implementation and maintenance of the financial software system.
Prepare all financial and statistical reports and statements for submission to Alberta Education in connection with grants and other revenues.
Supervise the management of the accounting function and the financial affairs of the society as required by legislation and charter board policy and/or administrative procedures.
Monitor cash requirements and transfer funds between accounts as required.
Manage bank investments.
Oversee fee waivers and bursary management.
Manage casino and donation proceeds.
Review T3010 Charitable Tax Return.

Internal Controls & External Audits:

Implement, monitor and ensure internal controls are in place for all school funds.
Arrange for the annual audit of the fiscal year in preparation for reporting audited financial statements to Alberta Education.
Manage the archiving and retention framework.
Manage government external audits as required.

Supervision of Staff:

Assist with the recruiting and hiring of all direct reports and the recommendation of suitable candidates to the charter board.
Supervise and evaluate all direct reports.
Arrange for the training of all direct reports.

Administrative Procedures:

Manage administrative procedures in the areas of assigned responsibility.

Transportation:

Manage the establishment and maintenance of the school's transportation services.

Insurance:

Maintain the school's insurance program.

Other Duties:

Work with the superintendent on the annual Capital Plan submission, as required.
Performs other related duties, as may from time to time be assigned by the charter board and the superintendent.

Evaluation:

The performance of this job will be evaluated by the charter board and the superintendent in accordance with provisions of the charter board's policy and procedures on the evaluation of the treasurer.

References:

Alberta *Education Act*. Section 68