

**POLICY CCA– Organizational Chart  
Exhibit A.1- Responsibilities of the Corporate Treasurer  
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**Position:** Corporate Treasurer

**Reports to:** Superintendent

**Responsibilities:**

1. Expected to conduct all aspects of their role in compliance with Occupational Health and Safety (OHS) standards and regulations.
2. Board
  - a) Provide a corporate or business viewpoint to Boards deliberation of policy, especially issues related to financial management, risk management, labour management, capital planning, and statutory and contractual requirements.
  - b) Ensure necessary activities are undertaken to support external reporting and other external requirements.
3. Strategic Planning
  - a) Participate in the development of short and long term goals
  - b) Assist with the development and communication of a vision of the preferred future
  - c) Assist with the development, implementation, monitoring, reporting and evaluation of a strategic plan
4. Communications
  - a) Comprehend, assist in the development of and apply communication strategies and techniques for the jurisdiction
  - b) Understand the components of public information management and public relations
  - c) Understand the major constituencies within the authority
  - d) Develop and use appropriate presentation skills/strategies to present funding issues, risk management concerns and financial data as required to various stakeholders
5. Advise, support and communicate with Principals, the Executive and Superintendent on any issues or initiatives that may impact their areas of responsibility as identified by me or requested by them
6. Minimize, as much as possible, the time impact of corporate issues and reporting on classroom instructional delivery while ensuring as much as possible that business processes protect students, staff and property.
7. Administration
  - a) Organization and Administration
    - i) Motivate, delegate, plan and allocate appropriate resources and personnel
    - ii) Problem solve, make decisions, adapt to and advocate for change when it will improve the efficiency and/or effectiveness of business process or to stay current with the business process environment

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- iii) Collect, analyze and evaluate information
- iv) Communicate
- b) Public Policy and Intergovernmental Relations
  - i) Interpret, evaluate and apply procedures or policies related to all relevant authorities and their regulatory and reporting requirements
  - ii) Understand roles and influences of special interest groups
  - iii) Understand and analyze the political and legislative and administrative processes and/or requirements of the provincial government, Alberta Education, other school authorities and municipalities as they relate to our Division
- c) Professional Development
  - i) Identify and evaluate professional development needs related to corporate requirements for staff involved in supporting corporate requirements
  - ii) Involve staff in determining their professional development needs and evaluating the professional development provided
  - iii) Attend appropriate personal and professional development opportunities
- d) Recognize and promote standards of ethical performance behavior and professional conduct as required for Division operation
- e) Maintain currency of management theory and leadership styles
- 8. Financial Resource Management
  - a) Accounting, Auditing and Financial Reporting
    - i) Annual preparation, presentation and submission of audited financial statements as required by the School Act
      - (a) Coordinate and support with auditor and Audit Committee
      - (b) Coordinate auditor selection process every 3 – 5 years
      - (c) Preparation of public presentation documents
      - (d) Coordinate staff involvement in Audited Financial Statement (AFS) preparation
      - (e) Coordinate staff involvement in annual internal audit process
    - ii) Ensure and verify that accounting processes comply with professional standards required by Board policies and procedures, Alberta Auditor General and Alberta Education
    - iii) Establish and verify compliance with finance-related legal and contractual provisions
    - iv) Prepare, analyze and report financial statements and supporting discussion documents to the Board throughout the fiscal year
    - v) Prepare a corrective action plan from the information conveyed in the annual audit report and management letter to improve financial tracking and reporting and internal controls and guide the implementation of the plan
    - vi) Apply concepts and standards of accounting relevant to the Districts location

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- vii) Adhere to the accounting standards-setting governing body and prepare financial statements in accordance with the most current standards issued by such body
- b) Technology for School Finance Operations
  - i) Keep current with technology applications and programs
  - ii) Ensure that hardware and software for accounting functions are efficient and effective and coordinate replacement or updating as required every 3 – 5 years
  - iii) Ensure that staff who are involved in accounting process have sufficient training to adequately perform their accounting duties within Board policy, established procedures and Auditor General and Alberta Education guidelines
- c) Budgeting and Financial Reporting
  - i) Preparation of budget statements for Alberta Education as required
  - ii) Coordinate and support the Principals, Executive team, Administration Finance Committee and Board in budget and financial system decision making
  - iii) Forecast anticipated revenues and expenditures by program
  - iv) Identify and apply budget analysis and control
  - v) Apply legal requirement for budget adoption
  - vi) Recognize and explain external influences
  - vii) Recognize and analyze significant social, demographic and economic changes that may impact the Division financial plan
  - viii) Ensure assumptions are detailed and understood and explain the impact when assumptions do not match reality
  - ix) Communicate the relationship between programs, revenues and appropriations of the school district to stakeholders
- d) Cash Management, Investments and Debt Management
  - i) Ensure that cash flow is adequate for Board operational requirement
  - ii) Investment of cash surplus to ongoing requirements
  - iii) Line of credit by-law to be prepared annually
  - iv) Coordinate bank selection process every 5 years
  - v) Understand and comply with legal constraints for cash collection and disbursement
  - vi) Understand the risk of various investment options and debt financing instruments
  - vii) Prepare cash forecasting and flow analysis as required
  - viii) Analyze internal transfers and loans
- e) Principles of Finance
  - i) Apply economic and financial theory
  - ii) Recognize and forecast all sources of revenue
  - iii) Interpret the provincial funding model and analyze the impact of change

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- iv) Identify and evaluate all expenditures
- v) Explore alternative and innovative revenue sources
- f) Purchasing
  - i) Apply generally accepted practices and procedures in the purchasing process
  - ii) Administer an integrated electronic management system to maintain the purchasing process
  - iii) Formulate bid requirements for specifications, advertisements, and selection
  - iv) Analyze e-procurement issues
- g) Supply and Fixed Asset Management
  - i) Develop and maintain a system to manage and track inventory
  - ii) Develop and maintain a program for acquisition, maintenance, repair and disposal of equipment
  - iii) Develop and maintain a system for the financial analysis of life cycle costs and quality control
  - iv) Develop and maintain a system to track capital assets
- 9. Real Estate Management
  - a) Develop procedures for the acquisition and disposal of land and buildings
  - b) Coordinate with government agencies regarding zoning, land use and other real estate issues
  - c) Adhere to real estate management regulations policies and procedures
  - d) Negotiate and coordinate development of lease and sale agreements
- 10. Risk Management
  - a) Identify, evaluate and communicate potential risks
  - b) Identify and evaluate alternative methods for managing and mitigating risk
  - c) Assess risk management programs and recommend needed changes
  - d) Adhere to legal requirements for insurance
  - e) OHS
    - i) Ensure that administrative support for complete OHS program and OHS advisory committee are in place
    - ii) Review crisis response plan annually.
    - iii) Support Principals in delivery of OHS message at schools
    - iv) Set up and maintain a system to support the documentary requirements of a complete OHS program
- 11. Facility Planning and Construction
  - a) Support the planning to develop a long range facility plan
  - b) Have a working knowledge of funding sources and issues relating to facility construction.
  - c) Develop procedures for selecting applicable professionals
  - d) Apply school site educational specifications

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- e) Ensure statutory regulations regarding advertising, awarding and managing construction projects are adhered to
  - f) Recognize the impact of energy and environmental factors
  - g) Ensure statutory requirements regarding construction and renovation projects are addressed
  - h) Update online data bases as required by Alberta Education and Alberta Infrastructure
12. Management Information Systems
- a) Direct or develop management information systems
  - b) Apply current technology to the storage, security, analysis and communication of data
  - c) Evaluate the cost benefit of information in relation to organizational value
  - d) Support development of a records management system that complies with legal requirements
  - e) Support student information system implementation and operation
  - f) Develop databases that facilitates decision making
  - g) Administer a computerized management system
  - h) Assist and coordinate the gathering and reporting of information for statutory reports
  - i) Maintain the historical record archive
  - j) Assist with the development, evaluation, implementation and use of technology in areas of responsibility
  - k) Direct or develop plans for internet use
  - l) Assist with long range technology planning
  - m) Promote and assist with technology training
  - n) Allocate financial resources and develop specifications pertaining to the purchase of applicable technology
13. Contracts and Agreements
- a) Develop and maintain a system to ensure that contractual obligations are met
  - b) Review contracts for clarity and understanding of terms
  - c) Develop process for contract approval for various levels of responsibility
14. Transportation
- a) Support a transportation program that adheres to all legal requirements
  - b) Ensure that a bus replacement program is established and maintained
  - c) Communicate transportation needs to all stakeholders
  - d) Assist with grant applications and data relationships between Student Information Systems (SIS) and transportation system
15. Other duties as assigned or needed.