

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

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| SECTION: | 400 – PERSONNEL & EMPLOYEE RELATIONS | CODE: | AP 472 |
| PROCEDURE: | ROLE OF CHIEF FINANCIAL OFFICER | | |

BACKGROUND

Guided by the Division’s vision, mission, values, and goals the Chief Financial Officer will assist the Director in fulfilling the general and specific aspects of the role description for the Director as defined in provincial statute, Saskatchewan Learning documents, and Board Policy.

The Chief Financial Officer is the senior financial officer of the Board and is responsible for the business operations of the Division.

The Chief Financial Officer participates in the planning, development and execution of the annual budget. Under limited supervision conducts and coordinates complex professional budget and accounting work involving the research, analysis, preparation and maintenance of financial information for financial reporting and audit purposes.

JOB DESCRIPTION

1. Immediate Supervisor: Director
2. Minimum Qualifications
 - 2.1 Bachelor’s degree in administration, commerce or a similar degree that is acceptable to the Board.
 - 2.2 Three (3) to five (5) years of experience in general accounting and preferably local governmental accounting.
 - 2.3 Two (2) years supervisory experience.
 - 2.4 Any equivalent combination of training and experience which would provide the acceptable knowledge, abilities and skills, as evidenced in the following performance responsibilities.
3. Knowledge, Skills and Abilities
 - 3.1 Comprehensive knowledge of government accounting, auditing, and financial reporting.
 - 3.2 Knowledge of Generally Accepted Accounting Principles and Governmental Accounting Standards.
 - 3.3 Thorough knowledge of automated budget and accounting microcomputer systems, operations and procedures.

- 3.4 Ability to create and implement budget and financial reporting procedures designed to comply with generally accepted accounting practices and to improve operations.
- 3.5 Ability to prepare various financial and operational reports.
- 3.6 Ability to plan, coordinate and direct the work of subordinates.
- 3.7 Ability to establish and maintain effective working relationships with outside contacts, officials, school secretaries, principals, directors, and other Division employees.
- 3.8 Ability to assemble and organize complex data.
- 3.9 Ability to work independently on responsible and complicated administrative assignments.
- 3.10 Ability to compose effective and accurate correspondence.
- 3.11 Ability to quickly learn procedures used to report information and maintain records.

4. Performance Responsibilities

4.1 Leadership Practices

- 4.1.1 Is viewed positively and has the support of those with whom he/she works most directly in carrying out his/her responsibilities.
- 4.1.2 Works to achieve goals approved by the Director for the Department and the Division.
- 4.1.3 Monitors the achievement of the goals established for the Business Administration Department and the Division related to the duties of this position.
- 4.1.4 Develops and implements a personal professional development plan for his/her ongoing professional improvement.

4.2 Financial Operations

- 4.2.1 Acts as the bonded agent of the Division, with signing authority in all legal and financial matters relating to the Division as requested by the Director.
- 4.2.2 Directs the development and implementation of the annual and long-range budget cycles for the Division in a manner that is consistent with standard accounting procedures, and legal and ethical requirements.
- 4.2.3 Provides for the fiscal management of revenues and expenditures in accordance with organizational goals (including school-based decision-making) and statutory requirements.
- 4.2.4 Assists in the development of budget systems and procedures; works with Division staff to develop and implement automated budget processes.
- 4.2.5 Submits to Saskatchewan Learning all required financial documents (i.e., Annual Education Budget, Audited Financial Statement).
- 4.2.6 Provides quarterly periodic reports to the Director regarding the financial operations of the Division.
- 4.2.7 Assists school sites with preparation of budgets and the management of their financial affairs.

- 4.2.8 Prepares all budget documents.
- 4.2.9 Analyzes departmental budget requests for assessment of budget needs. Supervises employees in the areas of purchasing, budgeting, and financial reporting.
- 4.2.10 Reviews the disbursements of all monies and control of expenditures for the Division's capital projects to ensure appropriations are not exceeded.
- 4.2.11 Monitors activity appropriations for spending; advises supervisors of the availability of annual appropriations.
- 4.2.12 Assists the administration of the annual audit, which includes analysis, development and summarization of all school funds.
- 4.2.13 Assists in the implementation of generally accepted accounting principles relating to Division operations.
- 4.2.14 Assists in the implementation of all Government Accounting Standards relating to Division operations.
- 4.2.15 Maintains Division debt service schedules and prepares periodic financial reports on payments for principal, interest and handling fees.
- 4.2.16 Assists in budgeting for activities relating to the grants received by the Division.
- 4.2.17 Attends Board meetings and work sessions on budget and other related financial matters.
- 4.2.18 Prepares fixed asset schedules at year-end for auditors.
- 4.3 Plant Operations and Maintenance
 - 4.3.1 In consultation with the Maintenance Worker II and the Director, develops and monitors facility maintenance and operation plans.
 - 4.3.2 Ensures sufficient and appropriate insurance is maintained for all operations and buildings.
 - 4.3.3 When required, coordinates meetings of maintenance and cleaning staff to enhance services.
- 4.4 Student Transportation
 - 4.4.1 Coordinates urban and rural transportation agreements and contracts.
 - 4.4.2 Ensures that Division vehicles are safe and well maintained.
 - 4.4.3 Arranges for the transportation of special needs students.
- 4.5 Personnel Functions
 - 4.5.1 Works collaboratively with the Director in negotiating collective agreements.
 - 4.5.2 Administers collective agreements in accordance with Board mandate.
 - 4.5.3 Provides for the supervision and evaluation of "direct reports".
 - 4.5.4 Monitors the utilization of vacation days for "direct reports" and the caretaking and maintenance staff.

- 4.5.5 Facilitates the direction of services in a manner that meets the needs of schools and administrative departments.
- 4.6 Board and System Relations
 - 4.6.1 Submits Board reports in an accurate and timely manner in preparation for regular Board meetings.
 - 4.6.2 Establishes and maintains positive professional working relations with the Board and all staff.
- 4.7 Confidentiality
 - 4.7.1 At no time should the Chief Financial Officer discuss in public information pertaining to employees, students or the operation of the school division. The Chief Financial Officer is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and The Local Authority Freedom of Information and Protection of Privacy Act.
- 4.8 Other Duties and Obligations
 - 4.8.1 Performs other duties and obligations as assigned by the Director.
- 5. Confidentiality
 - 5.1 At no time should the Chief Financial Officer discuss in public information pertaining to employees, students or the operation of the school division. The Chief Financial Officer is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and The Local Authority Freedom of Information and Protection of Privacy Act.

Reference: Sections 85, 87, 108, 109 110, 278, 281, 282 Education Act

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