

## SCHOOL DISTRICT #78 (FRASER-CASCADE)

### ASSISTANT SECRETARY-TREASURER

**Location:** District Office, Hope, BC

---

#### **The District**

School District No. 78 (Fraser Cascade) encompasses the communities of Agassiz, Harrison Hot Springs, Boston Bar and Hope and serves approximately 1750 students with a staff of over 200 people. The District has nine schools and three Strong Start centers and works cooperatively with many local agencies to provide a broad range of services and opportunities for our students.

The Board office is located in the beautiful town of Hope and boasts amazing opportunities for outdoor adventure such as kayaking, biking, hiking, and skiing. The town itself has many indoor recreational options as well such as swimming, hockey, curling, and bowling. The region, set in the eastern portion of the Fraser Valley, has mild winters and warm sunny summers.

#### **The Position**

The Assistant Secretary-Treasurer will support the Secretary-Treasurer in the financial and human resource activities of the District, and shall be prepared to act for the Secretary-Treasurer in her absence. The performance of these responsibilities will be in accordance with the School Act, provincial statutes and regulations.

The Assistant Secretary-Treasurer will work collaboratively with the District's administrative team, comprised of the Superintendent, Secretary-Treasurer, Assistant Superintendent, Director of Student Support Services, Director of Facilities and Transportation and school principals.

#### **Duties and Responsibilities:**

- Reports and participates in Senior Administrative meetings, Board and committee meetings;
- Provides leadership in undertaking projects such as initiation of software improvements;
- Assists with the accounting and financial management functions;
- Researches, prepares draft administrative policies and procedures as required;
- Prepares financial records, reports and statements as requested by the Secretary-Treasurer and assists with the preparation of the annual budget;
- Controls expenditures in accordance with the budget and ensures adequate internal controls are in place;
- Directs and manages the planning and operation of information technology functions related to business/financial applications;
- Coordinates, directs and performs school fund reviews including petty cash;
- Assists with compilation and preparation of the working papers and financial statements for external audit in accordance with S.23.1 of the Budget Transparency Accountability Act of BC;
- Assists in the preparation of documents for the GRE and other Ministry reporting;
- Coordinates the collection of data for the September 30<sup>th</sup> enrolment reports.

**Personnel and Payroll :**

- Assists with supervision of the district office administrative staff;
- Maintains a thorough understanding of all payroll and benefits information;
- Establishes procedures for efficient operations in the payroll department;
- Ensures all staff salaries and benefits are paid in accordance with contracts, policy and collective agreements;
- Monitor District benefit plans and meets with provider;
- Assists with recruitment of administrative and support staff;
- Assists with implementation of Human Resources policies and procedures;
- Assists with other human resource functions, as required.

**Educational Qualifications/Experience:**

- A recognized accounting designation or near completion of a recognized accounting designation (CPA) is desirable;
- Minimum of 2-3 years progressive experience in accounting, financial management including budget preparation and control and supervisory experience is required;
- Excellent communication, interpersonal, organization and financial planning skills are required;
- Demonstrated ability to work as a member of a team;
- Exceptional computer/information technology skills;

**Applications with full supporting documentation, including references, to be forwarded by:**

**4:00 P.M. JULY 15, 2019 to:**

Natalie Lowe, Secretary-Treasurer  
School District No. 78 (Fraser-Cascade)  
650 Kawkawa Lake Road, Hope, BC V0X 1L4  
Phone 604-869-2411  
Email ashley.limb@sd78.bc.ca