

NORTH EAST SCHOOL DIVISION # 200



JOB DESCRIPTION

POSITION TITLE: Superintendent of Business Administration

REPORTS TO: **Directly: Director of Education**
Indirectly: Board of Education

Purpose:

The Superintendent of Business Administration is the direct supervisor, leader and operational manager for the Administration area of the Division. This position is accountable for the overall management and coordination of all Business and Financial programs.

Required Education, Knowledge, Qualifications and Experience:

- Professional Accounting Designation coupled with Master's Degree in Business Administration from a recognized Post Secondary Educational Institution
- Demonstrated success in a similar role or significant experience supporting a similar role in an organization with a significant budget and staff compliment
- Minimum of 7 years experience in a senior accounting or finance position
- Minimum 5 years direct supervisory experience
- Eligibility for membership in SASBO
- Knowledge of best practices in non-profit leadership and operational methods.
- Knowledge of performance management and enterprise risk management.
- Knowledge of human resource issues and practices, facility and capital planning, supporting logistics systems and general organization operations.
- Knowledge of best practices in educational leadership

Required Skills and Abilities:

- Demonstrated ability to provide strategic, situational and adaptive leadership
- Demonstrated ability to act as the team leader in variety of situations (community, school division, and/or provincial bodies)
- Demonstrated ability to contribute as a strategic team member
- Demonstrated ability to establish rapport with stakeholders and act as a role model
- Demonstrated ability to provide for the professional growth and evaluation of staff
- Demonstrated ability to create innovative solutions to a wide range of problems
- Ability to deal effectively with a broad range of Human Service Agencies, members of the public, including parents.
- Ability to develop, implement, reflect on and monitor multiple processes
- Demonstrated ability to present and promote change at the organizational level
- Demonstrated ability to prioritize multiple demands and effectively manage time.
- Demonstrated ability to maintain strict confidentiality relative to school division operations.
- Superior interpersonal and communication skills, both verbal and written.

Supervision of Staff:

The Superintendent of Business Administration involves direct supervision of management positions in Facilities, Transportation, Accounting, and Payroll.

Duties and Responsibilities:

Without restricting the generality of the general description above, the Superintendent of Business Administration shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Establish objectives for Business department aligned with the division's mission and strategic direction which are met through the effective management of financial and material resources in keeping with The Education Act.
- Oversee and monitor the operations and outcomes of the Business area of the division including alignment with division and ministry goals, objectives and requirements
- Provides leadership in the development for the continuous evaluation of short and long-term strategic financial objectives.
- Ensure credibility of Finance group by providing timely and accurate analysis of budgets, financial trends and forecasts.
- Direct and oversee all aspects of the Finance, Accounting, Payroll, Transportation and Facilities functions of the organization.
- Attending Board meetings to engage them in issues surrounding trends and changes in the operating models and operational delivery.
- Evaluates and advises on the impact of long range planning, introduction of new programs/ strategies and regulatory action
- Provide executive management with advice on the financial implications of business activities.
- Prepare the school division's annual operating and capital budgets, together with the introduction of necessary budget and accounting controls on all aspects of the school system
- Plan and manage the school division's cash flow
- Acts as signing and chief budget officer of the school division
- Provide for the protection of division assets in accordance with generally accepted principles and practice.
- Ensure that effective internal controls are in place and ensure compliance with GAAP and applicable federal, provincial and local regulatory laws and rules for financial and tax reporting.
- Prepare and implement contracts with other agencies; maintain a registry of all contracts and legal undertakings of the school division.
- Conduct local union collective agreement bargaining as required
- Evaluate staff within Business Department and facilitate appropriate professional development
- Supervise all matters with respect to the acquisition or disposal of all real and personal property owned by the school division
- Implement and maintain policies, procedures, and guidelines pertaining to the Business Department
- Administer and supervise the school division's insurance and inventory control programs
- Ensure compliance with legal and other legislative requirements.
- Develop effective and efficient processes for conducting the business activities of the division.
- Conduct oneself in a manner appropriate to an educational institution
- Be willing to engage in lifelong learning with respect to training, in-services and courses of study.
- Perform other duties as may be required or assigned by the Director of Education

Judgment, Independence and Client/Peer Contact:

Confidentiality

At no time should a Superintendent of Business Administration discuss, in public, information pertaining to a student. The Superintendent of Business Administration is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the public. Breaching confidentiality is a serious violation of acceptable conduct.

Independence

The Superintendent of Business Administration is expected to work independently as well as lead or work as a team member of the Executive Council, the business administration area, all schools and the division office as required.

Working Jointly with Other Staff on Common Assignments or Tasks

The Superintendent of Business Administration is expected to work as part of Executive Council and larger School Division Team. As well, the Superintendent of Business Administration is expected to work with school principals, teachers, all other school division personnel and outside agencies in order to meet the needs of the students of North East School Division.

Responsibility for Quality of Assigned Work:

The Superintendent of Business Administration is under direct supervision of the Director of Education and is responsible to achieve the quality of work as assigned by the Director.

Salary Grid: Superintendent of Business Administration

The salary grid for the Superintendent of Business Administration is tied to the following grid:

Superintendent Salary Grid

Approved By:	Dean Biesenthal, Supt of Human Resources
Date Approved:	Nov 2012
Reviewed:	