

Administrative Procedure		Nicola Similkameen School District
Section:	District Administration	
Title:	Role of the Assistant Secretary-Treasurer	

Background

The Assistant Secretary-Treasurer supports the Secretary-Treasurer in fulfilling statutory, financial, and administrative responsibilities across the District.

The role is grounded in provincial legislation, Board policy, and District strategic priorities, ensuring alignment with legal, financial, and governance requirements.

1. Corporate Financial Leadership

- 1.1 Collaborates with the Secretary-Treasurer on long-range financial planning, multi-year projections, and strategic financial modelling.
- 1.2 Develops and implements improvements in business systems, accounting procedures, and internal control frameworks.
- 1.3 Provide leadership to the Finance Department to ensure efficient and effective operation.
- 1.4 Coordinates the accounting function and acts as liaison with district departments and schools. Establishes and maintains financial systems, procedures, controls and best practices.
- 1.5 Ensures compliance with Ministry reporting requirements, and all regulatory obligations.
- 1.6 Coordinates monthly, quarterly and year-end reporting cycles, ensuring accuracy of reports, working papers, schedules, and financial statements.
- 1.7 Liaises with external auditors, prepares audit documentation, and supports resolution of audit findings.

2. Budget Development and Management

- 2.1 Assists the Secretary Treasurer with the planning, development, and coordination of the operating and capital budget processes in alignment with Board priorities and district objectives.
- 2.3 Provides financial analysis and scenario modelling to support evidence-based decision-making.
- 2.4 Monitors district budget allocations, quarterly projections, and spending patterns to ensure fiscal sustainability.
- 2.5 Supports schools and departments in budget preparation, monitoring, and reporting.

3. Corporate and Administrative Services

- 3.1 Oversees accounting, payroll, purchasing, treasury, cash management, risk management, and corporate records functions.
- 3.2 Ensures all cash handling, investments, banking arrangements, and revenue recognition processes comply with policy and legislation.
- 3.3 Implements and maintains internal controls to safeguard district assets and ensure reliability of financial information.

- 3.4 Provides oversight to capital accounting, project reporting, and financial compliance for Ministry-funded projects.

4. Support to the Secretary-Treasurer

- 4.1 Assumes the full duties of the Secretary-Treasurer during absences.
- 4.2 Assists in preparing Board agenda items, reports, financial presentations, and supporting documentation.
- 4.3 Contributes to the interpretation of legislation, regulation, and provincial policy affecting district financial operations.
- 4.4 Participates as a member of the senior management team and provides leadership in cross-departmental initiatives.

5. District Data, Reporting, and Technology

- 5.1 Maintains financial software systems, oversees upgrades, and liaises with software vendors.
- 5.2 Supports district reporting of non-financial metrics including enrolment, operational data, and Ministry submissions.
- 5.3 Ensures data accuracy and integration across systems to support strong organizational decision-making.

6. Reconciliation, Community, and Organizational Culture

- 6.1 Supports implementation of Truth and Reconciliation Commission Calls to Action related to education.
- 6.2 Will support the Secretary Treasurer and Superintendent in maintaining and strengthening relationships with Local Rights Holders and Education Governance Partners, including First Nations, Local Education Agreement partners, Metis, and the Indigenous Education Council, ensuring that commitments are operationalized through shared-decision making, accountability, and improved outcomes for Indigenous Learners.
- 6.3 Contributes to a collaborative, transparent, and responsive organizational culture.
- 6.4 Ensures communication strategies reflect openness, accuracy, and timely response to inquiries.
- 6.5 Other duties as assigned by the Superintendent.

Date of Original Superintendent Approval: March 26, 2026