

# FINANCIAL AND MAINTENANCE SERVICES

## DUTIES AND RESPONSIBILITIES

### SECRETARY-TREASURER

**FRANK REGEHR**

(SECRETARY – DAPHNE ADEY)

- reports to the board
- legal issues
- facility and financial responsibilities
- district budgets
- committees
- policy development
- planning
- capital budget
- freedom of information requests
- community and CUPE liaison

### EXECUTIVE SECRETARY

**DAPHNE ADEY**

- support to secretary-treasurer
- support to trustees
- support to assistant secretary-treasurer
- support to director of maintenance
- board meetings, agendas, minutes, correspondence
- records management coordinator and training
- school incident reports
- web page coordination

### ACCOUNTING

**ALICIA MARTIN**

- accounting
- school accounting support
- accounts receivable

### ACCOUNTS PAYABLE

**DEBBY SWORDER**

- accounts payable, petty cash cheque requests, non credit courses
- remote entry accounting/purchasing assistance
- district stock charge-outs
- purchasing card assistance
- account inquiry
- transportation assistance

### ASSISTANT SECRETARY-TREASURER

**RON SHONGRUNDEN**

- accounting
- purchasing
- transportation
- technology – technicians, computers, phones, hardware, software
- equipment
- insurance

### PAYROLL MANAGER

**LYNDA WARR**

- payroll – teacher, trustees, administrative officers, and management
- pension – teachers and municipal
- benefits – all groups
- CUPE seniority list
- WCB

### PAYROLL CLERK

**LEE-ANNE BOOTHMAN**

- TOC payroll
- casual CUPE payroll
- TOC billing
- payroll forms

### PAYROLL CLERK

**KARIN ROBINS**

- regular CUPE payroll
- CUPE vacation, sick leave, and banked time
- CUPE billings
- CUPE RRSP's
- payroll forms

### PURCHASING

**SHELLEY PARKER**

- purchasing
- bulk orders
- district stock charges
- voice mail

**RECEPTIONIST/BOOKING CLERK  
JACQUIE KAY**

- reception duties
- rentals
- communication services
- mail and postage
- purchase order numbers

**ACCOUNTS PAYABLE  
JANE OWEN**

- copy centre charge-outs
- invoices/purchase order maintenance
- maintenance/coordinator of reports – fire drill, inspection, hearing tests, first aid, disaster preparedness plans, occupational health and safety inspections
- MSDS fetch program maintenance

**LIBRARY TECHNICIAN  
ZOE MAGNUS**

- resource topic searches
- bookings
- reference searches

**RESOURCE CLERK  
KIM KINCH**

- laminating

**DIRECTOR OF MAINTENANCE  
JOHN HICKLING**

- maintenance planning, goals and budgets
- manages security, custodial, renovations, and maintenance of schools, equipment and grounds

**MAINTENANCE SUPERVISOR  
RAY SCHMIDT**

- supervises the maintenance/renovation of buildings and grounds
- building codes and regulatory adherence
- safety and proper techniques
- preventative maintenance program
- emergency callouts
- compliance with regulatory agencies

**CUSTODIAL SUPERVISOR  
BRIAN SLOCUM**

- supervision of custodial services
- safety and proper techniques
- evaluation of vendor products
- maintenance of custodial equipment
- emergency callouts