



## MANAGER OF FINANCE

### **COMPETITION #18-082**

Timmins, ON

Effective Immediately

Reporting to the Director of Education, the Manager of Finance plays a key role in providing leadership to the finance department staff and ensuring efficient operation of various financial functions for the school system. The Manager of Finance is responsible for managing all of the Board's accounting functions and all financial reporting. This will encompass all Ministry reporting cycles and submissions, including estimates, revised estimates, consolidation reporting and financial statements. The Manager of Finance will provide leadership for the development of annual budgets, contracts, negotiations, and partnerships with outside agencies/corporations. The Manager of Finance will be committed to excellence, continuous improvement and be a strong team player. As a key member of the senior administration team, the Manager of Finance will ensure that all business functions are conducted efficiently, in compliance with relevant legislation and accounting and financial reporting standards, and in accordance with our mission, policies and Catholic values.

### **DUTIES AND RESPONSIBILITIES:**

- Monitor processes including accounts payable, accounts receivable, payroll, school generated funds and long term debt;
- Coordinate the completion of all financial reports, including estimates, interim reports, budgets and financial statements;
- Oversee the collection and validation of enrolment information related to financial responsibilities;
- Oversee the payroll system and activities for all employees;
- Manage and oversee the transportation function of the Board, including school bus contract offers, grant calculations and the preparation of Ministry of Education reports;
- Identify efficiencies to streamline financial operations, including system modifications and policy, procedure and process improvements as well as internal controls;
- Coordinate long term financial planning and forecasting;
- Liaise and train stakeholders on budget development and other financial matters;
- Maintain and implement financial systems, report tools and the chart of accounts;
- Lead, coach, mentor and support staff to build an effective and cohesive team;
- Supervise and coordinate all accounting and financial reporting functions;
- Act as resource person at Board Committee Meetings and at Board Meetings;
- Act as a resource person in the area of contracts, negotiations and partnerships with outside agencies and corporations;
- Manage and oversee all purchasing functions of the Board; and
- Other duties as assigned by the Director of Education.



## **REQUIRED QUALIFICATIONS:**

- A University degree in Commerce, Business Administration, Accounting, Finance or a related field;
- Member in good standing of a professional accounting designation: CPA (CA, CMA or CGA);
- Minimum of 5 years progressive business experience in accounting with thorough knowledge of financial reporting, budgeting, tendering practices, managing large budgets and developing and implementing best practices for improvement efficiencies;
- Ability to collaborate with multiple stakeholders;
- Excellent analytical, organizational and problem solving skills and attention to detail and accuracy;
- Experience in providing leadership and supervision to a team;
- Excellent interpersonal, communication and presentation skills;
- In-depth knowledge of Public Sector Accounting Board Standards, Generally Accepted Accounting Principles, and Canadian Auditing Standards;
- Understanding of, and commitment to, the philosophy of Catholic Education; and
- Advanced understanding of, and skills in the use of, financial information systems and other applications (Excel, Word, PowerPoint, report writing, etc); and
- A valid driver's license and ability to travel throughout the jurisdiction of the Board.

Interested applicants must forward a resume highlighting education and experience, and the names of three professional references. Selected candidates must be prepared to attend an interview on August 21, 2018. Applications may be sent to the undersigned in confidence no later than **Thursday, August 16, 2018 at 12 noon.**

**Tricia Stefanic Weltz, Director of Education  
Northeastern Catholic District School Board**  
[tsweltz@ncdsb.on.ca](mailto:tsweltz@ncdsb.on.ca)

**We wish to thank all applicants, however,  
only those selected for an interview will be contacted.**

**We are an equal opportunity employer.  
Candidates requiring accommodation in accordance with the  
Ontario *Human Rights Code* are asked to contact [hr@ncdsb.on.ca](mailto:hr@ncdsb.on.ca)**

Rick Brassard  
Chair of the Board

Tricia Stefanic Weltz  
Director of Education