



SUPERINTENDENT OF BUSINESS

COMPETITION # 18-106

Timmins, ON

Effective Immediately

The Northeastern Catholic District School Board (NCDSB) provides quality Catholic education to over 2,100 students across beautiful northeastern Ontario. With the Board Office situated in Timmins, the immediate community provides for many outdoor opportunities, beautiful scenery, and a family-based way of life. The NCDSB is a learning organization, that promotes the principles of collaboration and working together to improve outcomes for all.

The NCDSB invites applications for the position of Superintendent of Business, commencing immediately. Reporting to the Director of Education, the Superintendent of Business will bring about improvement in the quality of Catholic education throughout the Board by planning, directing, and managing all corporate and business functions of the Board, including accounting, purchasing, payroll, audit, department operations, capital planning, and student transportation services. The successful candidate will provide strategic and operational leadership, including facilitating the preparation of the operating budget of approximately 40 million dollars. Additional leadership and project assignments may also be assigned based on system needs, interest and expertise.

DUTIES AND RESPONSIBILITIES

- Manage the Board's financial responsibilities including the development of the annual budget, and presentation of the annual budget to the Board for approval;
- Supervise the preparation of the annual financial statements and other financial reports and ensure reports are completed and delivered on a timely basis;
- Supervise the business functions of diverse departments within the Board;
- Oversee and manage the transportation functions of the Board, including school bus contract offers, grant calculations and the preparation of Ministry of Education reports;
- As a key member of the senior administration team, ensure that all business functions are conducted efficiently and in compliance with relevant legislation, while ensuring alignment with the strategic vision and principles of the Board;
- Coordinate the utilization of the Board's resources, including materials, capital assets, financial and human resources, as they pertain to students, schools, departments, employees and the Board;
- Collaboratively establish needs, set priorities, develop action plans, policies and procedures to ensure the effective and efficient utilization of resources;
- Act as resource to various committees of the Board as assigned; and
- Perform other related duties as assigned.

REQUIRED QUALIFICATIONS

- Relevant university degree in a related discipline and a professional accounting designation (CA, CGA, CMA);
- Possess or be eligible to obtain an Ontario Business Supervisory Officer Certificate (OBSOC), pursuant to Regulation 309 of the *Education Act*;
- A minimum of 5 years of recent related experience in a progressively responsible supervisory role;
- Proven budgetary and financial accountability skills;
- Strong business acumen in financial reporting and budget development, human resources, information and communication technology, programs/services, and facility operations;
- Technological knowledge and ability to integrate process improvement to various business functions;
- Proven leadership experience in providing ongoing supervision and support to staff using principles of collaboration;
- Proven experience in dealing constructively with a variety of employee and labour relations matters;
- Excellent communication, presentation and computer skills;
- Excellent organization skills and time management;
- Superior interpersonal skills exhibiting confidentiality, diplomacy, negotiation, conflict resolution and issue-based problem solving techniques;
- Proficient with the *Occupational Health and Safety Act*, and
- Working knowledge of the *Education Act* and its regulations.

Salary

In accordance with the parameters of the Executive Compensation Program.

Interested applicants must forward a resume highlighting education and experience, and the names of three professional references. Applications may be sent to the undersigned in confidence no later than **Wednesday, September 26, 2018 at 4 pm.**

Tricia Stefanic Weltz, Director of Education
Northeastern Catholic District School Board
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

Rick Brassard
Chair of the Board

Tricia Stefanic Weltz
Director of Education