



## MANAGER OF FINANCIAL SERVICES

### **COMPETITION # 18-117**

Timmins, ON

Effective Immediately

### **SUMMARY OF POSITION:**

Reporting to the Superintendent of Business, the Manager of Financial Services 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 Financial Services 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 Financial will assist with the development of annual budgets, oversee all aspects of payroll services, and play an integral role in the management and completion of financial statements and reporting. The Manager of Financial Services will be committed to excellence, continuous improvement and be a strong team player. The Manager of Financial Services 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;
- Coordinate annual Audit;
- 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;
- Assist with 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;
- Manage all purchasing functions of the Board; and
- Other duties as assigned, by the Superintendent of Business.

## **QUALIFICATIONS:**

- 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).

The applicant must possess a valid driver's license as travel is required throughout the jurisdiction of the Board.

### **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 **October 22nd, 2018 at 4 pm.**

**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