



FINANCIAL SERVICES OFFICER

COMPETITION # 22-196R

Permanent Full-Time Non-Unionized Position

35 hours per week

Timmins, ON

Effective Immediately

SALARY: \$33.33/hour - \$39.38/hour

SUMMARY OF POSITION:

Reporting to the Manager of Financial Services, the Financial Services Officer will provide support in various financial services functions, but not restricted to the Budget Estimates, Revised Estimates, year-end Financial Statements and tangible capital assets. He/she will play a lead role in the implementation and ongoing sustainability of the School Cash Online module across all schools within the Board. He/she will act as a financial liaison between the schools and the Board with regards to school generated funds. He/she will apply sound knowledge of accounting principles under the Public Sector Accounting Board (PSAB) and periodically review and analyze financial data. Travel throughout the jurisdiction of the Board may be required as needed for school support and training purposes.

DUTIES AND RESPONSIBILITIES:

- Assist in monitoring financial and accounting policies, systems, procedures and controls;
- Assist with the development of the Board's Budget Estimates, Revised Estimates, March report for provincial consolidation and preparation of Year-End Financial Statements in a timely fashion;
- Monitor and provide support to Principals and school staff in regards to school generated funds and the School Cash online solution;
- Develop, deliver and monitor training initiatives related to financial systems;
- Prepare agendas, attend meetings and record proceedings as required;
- Advise and assist senior administration, principals, managers and supervisors in the development and administration of policies and procedures related to financial services, etc;
- Reviews and prepares reports on a monthly basis of school attendance;
- Act as a backup if required to run the payroll;
- Ensures the collection of school taxes from municipalities on a calendar year basis; and
- Other duties as assigned by the Manager of Financial Services.

QUALIFICATIONS:

- Completion of a post-secondary degree or diploma in a related area (business administration or accounting, etc.);
- A minimum of two to five years of progressive accounting experience;
- Experience within the public sector, knowledge of Public Sector Account Board, and understanding of not-for-profit accounting principles and practices will be considered assets;
- Strong sense of initiative and sound judgment, as well as a high degree of discretion when dealing with confidential information;
- Excellent written and oral communication, analytical, problem solving, time management and record keeping skills;
- Ability to work independently in an organized manner;
- Computer literacy including experience with a financial/accounting software, and advanced skills with Microsoft Excel and Office; and
- A valid driver's license and ability to travel throughout the jurisdiction of the Board.

As per the compensation practices and procedures of non-union support staff.

Interested applicants must forward a cover letter quoting competition number, 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 **September 30, 2022 at 12 pm.**

**Mélanie Bidal-Mainville, Manager of Human Resources
Northeastern Catholic District School Board**
hr@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**

Fred Salvador
Chair of the Board

Tricia Stefanic Weltz
Director of Education