



**Northeastern  
Catholic District**  
SCHOOL BOARD

A place where we all belong.

## MANAGER OF FINANCIAL SERVICES

February 19, 2025

### **COMPETITION #25-023**

Permanent Full-Time Position  
Timmins, ON  
Effective immediately

**SALARY RANGE:** \$103,646.80 to \$122,949.63

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 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.

The Manager of Financial Services will be committed to excellence, continuous improvement and be a strong team player. The Manager of Financial Services demonstrates the qualities of a life-long learner and serves as a leader ready to use their skills and abilities to improve outcomes for our Catholic district school board.

### **DUTIES AND RESPONSIBILITIES:**

- Manage the accounting, budgeting, school-generated funds, accounts payable, accounts receivable, and purchasing functions of the Board;
- Coordinate the completion of all financial reports, including budget estimates, interim reports, project budgets and financial statements;
- Maintain an in-depth working knowledge of ministry of education funding;
- Oversee the collection and validation of enrolment information related to financial responsibilities;
- Analyze and provide explanations for current or projected variances;
- Coordinate the annual Audit process and serve as a resource person for the board audit committee;
- Identify and implement efficiencies to streamline financial operations, financial systems, reporting tools, and charts of accounts (including system modifications, policy, procedure and process improvements as well as internal controls);
- Lead, coach, mentor and support staff to build an effective and cohesive team; and
- Other duties as assigned by the Superintendent of Business.

## **REQUIRED QUALIFICATIONS AND SKILLS:**

- Professional accounting designation (CPA) is required;
- Minimum of 5 years of leadership experience in the field of accounting, budgeting, account payable;
- 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).

Please quote competition number on your application. Interested applicants must forward a resume highlighting education and experience and the name and addresses of three professional references. Applications should be sent to the undersigned no later than **March 4, 2025 @ 3 pm.**

**Mélanie Bidal-Mainville, Manager of Human Resources  
Northeastern Catholic District School Board  
[hr@ncdsb.on.ca](mailto: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](mailto:hr@ncdsb.on.ca)**

Glenn Sheculski  
Chair of the Board

Tricia Stefanic Weltz  
Director of Education