



1.0 FTE SUPERINTENDENT OF BUSINESS

Location: Catholic Education Centre, Terrace Bay, Ontario

Superior North Catholic District School Board's primary purpose is student achievement and well-being through our commitment to Catholic values and academic excellence. We build the capacity of our employees by emphasizing leadership development. We value the pivotal role our leaders play in the achievement of our Strategic Plan-Destination Renewal and our Board Improvement Plan.

Reporting to the Director of Education and Secretary to the Board, the Superintendent of Business will assume the role of Treasurer as an integral member of the Senior Leadership Team who will set direction and lead the implementation of Finance and Business Services. The Superintendent of Business will provide direction to the finance team, provide employee training and professional development; and be involved in labour negotiations. He/she will assume the role of chair of any Review Committee as required by the Board. He/She will also have the key role in administration and organization of the Board's Audit Committee.

The ideal candidate will bring to the position:

- effective and efficient operation of the financial office of the Board, preparation of the annual board budget and financial statements in accordance with Board direction and Ministry of Education requirements,
- knowledge of capital planning and facilities, payroll, monitoring the financial position of the school board and reporting on a regular and timely basis to the Board of Trustees and Director of Education.
- administrative direction, leadership and support to Board and school staff in regards to pupil admissions.
- ability to administer and lead an effective office environment, ability to cultivate positive working relationships with trustees, the Ministry of Education, Associations, Municipalities, First Nation Communities and other District School Boards; □
- demonstrated understanding of the diverse nature of our school communities.
- collaborative planning and creative problem solving.
- understanding the importance of the integration between the instructional and corporate sides of the board in □ increasing student achievement and well being.
- Ontario Business Supervisory Officer qualifications, or willingness to complete the requirement. □

Qualifications:

- The position requires an accounting designation (CPA or Equivalent) and experience in, or a willingness to be trained in, the field of educational finance and the applicable provincial Acts and Regulations;
- Business Supervisory Officer Certificate, as specified by the Ministry of Education or a willingness to obtain one.
- Excellent communication and leadership skills are essential.
- Previous experience in a computerized accounting and payroll environment is required.
- Experience with a school board with a major focus in the areas of budgeting, financial reporting, transportation and property management will be an asset.
- Through knowledge of Public Accounting Board standards.

Conditions of Employment

- Will be required to travel to various work locations and provide own transportation;
- Be able to work and attend meetings outside of regular working hours;
- Undergo a successful police records check.

Please submit a completed application package including:

- Cover letter and resume
- 3 Professional References
- Current Pastoral Reference

Please submit your application package indicating competition number by July 28, 2017 at 4:00 pm to: careers@sncdsb.on.ca

Board Chair
Hugh McCorry

Alexa McKinnon
Director of Education

Geraldton
St. Joseph
Catholic
School

Longlac
Our Lady of
Fatima Catholic
School

Marathon
Holy Saviour
Catholic
School

Manitouwadge
Our Lady of
Lourdes Catholic
School

Nakina
St. Brigid
Catholic
School

Nipigon
St. Edward
Catholic
School

Red Rock
St. Hilary
Catholic
School

Schreiber
Holy Angels
Catholic
School

Terrace Bay
St. Martin
Catholic
School