



Superior North Catholic District School Board

JOB POSTING #2017-18-07
1.0 FTE FINANCE MANAGER
CATHOLIC EDUCATION CENTRE, TERRACE BAY, ON

21 Simcoe Plaza
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sncdsb.on.ca

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 Finance Manager will assume the role of Chief Financial Officer as an integral member of the Senior Leadership Team who will set direction and lead the implementation of Finance and Business Services. The Finance Manager will provide direction to the finance team, provide employee training and professional development; and be involved in labour negotiations. 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, 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.
- 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, and procurement.
- 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.
- An ability to champion the Boards Strategic Plan.

Qualifications:

- A professional accounting designation (CPA or Equivalent) would be considered an asset
- Experience in, or a willingness to be trained in, the field of educational finance and the applicable provincial Acts and Regulations.
- Excellent communication and leadership skills are essential.
- Previous experience in a computerized accounting and payroll environment is required.
- Experience in budgeting and financial reporting.
- Knowledge of school transportation and property management will be an asset.
- Through knowledge of Public Accounting Board standards.

- Encouraged and supported in obtaining Ontario Business Supervisory Officer qualification.

Conditions of Employment

- Be able to work and attend meetings outside of regular working hours;
- Undergo a successful police records check.

Working Terms and Conditions

- Competitive salary, commensurate with qualifications and experience.
- Comprehensive benefit plan and pension plan.
- Encouraged and supported in obtaining Ontario Business Supervisory Officer qualification.

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 **October 23, 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
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