



Superior North Catholic District School Board

JOB POSTING #2017-18-70
1.0 FTE FINANCE MANAGER
CATHOLIC EDUCATION CENTRE, TERRACE BAY, ON

21 Simcoe Plaza
P.O. Box 610
Terrace Bay, ON
P0T 2W0

Ph: (807) 825-3209
Fax: (807) 825-3885
sncdsb.on.ca

SNCDSB is searching for a collaborative, dynamic leader that supports student engagement, well-being and achievement within a Catholic organization.

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.

Conditions of Employment

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

Please submit a completed application package including:

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

Superior North Catholic District School Board is committed to employment equity and encourages applications from women, visible minorities, Aboriginal peoples and persons with disabilities. Accommodations are available on request for candidates taking part in all aspects of the hiring process in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).

Please submit your application package indicating competition number by **September 15 , 2018 at 4:00 pm** to: careers@sncdsb.on.ca

Board Chair
Hugh McCorry

Interim Director of Education
Maria Vasanelli

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