



## Internal / External Job Posting

### 1.0 FTE Assistant Finance Manager

Location: Catholic Education Centre

Competition # 2018-19-35

## Assistant Finance Manager Catholic Education Centre, Terrace Bay

**Reporting to the Finance Manager, the Assistant Manager is responsible to assist in assisting with the operation of the accounting and financial functions including accounts payable/receivable and general accounting.**

### **Position Qualifications:**

- A post-secondary degree or diploma in Business Administration or related field
- A minimum of two(2) years of progressive accounting experience
- A professional accounting designation would be an asset
- Prior supervisory experience would be an asset
- Experience with a school board or other public sector organization would be an asset

### **Responsibilities include:**

- Preparing annual Financial Statement
- Preparing March reporting for Provincial consolidation
- Maintaining general ledger chart of accounts, including analysis, monitoring variances from budget, and adjusting entries where required
- Preparing regular reports to departments heads
- Supervising accounting and financial services staff and monitoring work performance
- Approving accounts payable and payroll entries
- Liaising with schools, other departments and Financial Services staff to provide technical/accounting expertise
- Guiding schools in accurate preparation of school generated funds reports and consolidate into Board's accounts
- Ensuring effective financial controls are in place
- Assistant with preparation of annual budgets and financial forecasts
- Active member of the audit committee and liaises with internal and external auditors

- Other Board -related/ job-related duties as assigned by the Manager of Finance or Director of Education.

### **Skills/Abilities :**

- Experience conducting financial analysis and reporting
- Proficient with computerized financial systems
- Strong analytical skills
- Advanced proficiency with Excel and Microsoft Office products
- Excellent written, oral and interpersonal and communication skills
- Able to work as a member of a team as well as independently
- Able to effectively manage and complete multiple projects in a timely manner

### **Conditions of Employment :**

- Must undergo a successful police records check with vulnerable sector screening
- Attend Professional Development training as per Board requirement
- Successful Completion of all Safety training courses

### **Required Documents:**

- Cover letter and resume which clearly outlines your qualifications, skills and experiences related to the position
- Current Pastoral Reference
- A minimum of three (3) references including email addresses must be included in order for your package to be considered complete. Reference Check Consent Form can be found on our website.

Please submit your application package indicating competition number to [careers@sncdsb.on.ca](mailto:careers@sncdsb.on.ca) by **November 22, 2018, at 4:00 pm**

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)

Hugh McCorry  
Board Chair

Maria Vasanelli  
Interim Director of Education