



Internal/External Job Posting

Accounting Officer

Catholic Education Centre
Competition Number # 2019-20-203

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

Accounting Officer

Start Date: As soon as possible

Catholic Education Centre, Terrace Bay

Reporting to the Finance Manager, the Accounting Officer is responsible 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
- Minimum of two-years of accounting experience is preferred
- Strong communication skills, including the ability to work collaboratively with administrators and outside agencies.
- Knowledge of the SDS program would be an asset
- Experience with a school board or other public sector organization would be an asset

Responsibilities Include:

- General ledger account reconciliations including monthly bank reconciliations
- Preparing and posting journal entries
- Maintaining general ledger chart of accounts, including analysis, monitoring variances from budget, and adjusting entries where required
- Preparing regular reports to departments heads
- Liaising with schools, other departments and Financial Services staff to provide technical/accounting expertise
- Guiding schools in accurate preparation of school generated funds reports
- Assist with preparation of annual Financial Statements, budgets and consolidation reporting
- Preparing invoices and statements
- 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
- Experience with accounts payable/receivable and payroll

- Proficient with computerized financial systems
- Strong analytical skills as well as 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
- Able to work in a confidential environment.

Conditions of Employment:

- Current Pastoral Reference (if applicable)
- Successful Completion of all Safety training courses
- Must undergo a successful vulnerable police record check

Applicants must submit a cover letter and resume to careers@snedsb.on.ca by **September 7, 2020 at 4:00pm**

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 upon request for candidates taking part in all aspects of the hiring process in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).

Ms. Judy Wawia
Board Chair

Ms. Maria Vasanelli
Director of Education