

# NORTH EAST SCHOOL DIVISION # 200



## **JOB DESCRIPTION**

**POSITION TITLE:** Supervisor of Financial Services

**REPORTS TO:** **Directly: Superintendent of Business Administration**  
**Indirectly: Director of Education/CEO**

### **Purpose:**

The Supervisor of Financial Services is responsible to plan, organize, direct, control and evaluate the operation of finance and accounting departments. This position will develop and implement the financial policies as well as establish financial performance standards and systems for the school division.

### **Required Education, Knowledge, Qualifications and Experience:**

- A professional accounting designation (CA, CMA, CGA) coupled with an Undergraduate Degree in Business Administration, Commerce or equivalent.
- Minimum 5 years experience in an equivalent role or 7 years experience in a senior accounting or finance position.
- Minimum 3 years direct supervisory experience.
- Eligibility for membership in SASBO.
- Strong knowledge of current accounting standards and practices including experience with all relevant legislation and regulations governing accounting in a public sector or educational institution.
- Knowledge of automated accounting software applications and systems
- Knowledge of the Education Industry is an asset
- Knowledge of performance management and enterprise risk management.
- Knowledge of human resources as well as general organizational operations.
- Knowledge of best practices in educational leadership.

### **Required Skills and Abilities:**

- Effective communication (including superb writing, content development skills, strong presentation, oratory and verbal skills) with individuals at all levels of the organization.
- Strong problem solving skills required to calculate complex adjustments.
- Excellent time management and project management skills to prioritize multiple demands
- Demonstrated ability to deal with people sensitively, tactfully, diplomatically, and professionally at all times.
- Demonstrated ability to identify developmental needs of employees and to provide coaching and mentoring
- Ability to perform meticulous and accurate data entry and calculation tasks.
- Ability to work independently with minimal supervision.
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts.
- Flexibility of scheduling of hours will be required

### **Supervision of Staff:**

This position is responsible for directly supervising the Accounting Clerks and the Senior Accountant/Internal Auditor.

## **Duties and Responsibilities:**

Without restricting the generality of the general description above, the Supervisor of Financial Services shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Develop the organizational direction and goals for the Finance Department
- Direct and supervise the accounting/finance function for the school division
- In consultation with other department Supervisors - develop, implement and maintain internal control processes to mitigate risk within the school division
- Assist the preparation, administration, monitoring and reporting of school division and department budgets
- Compile and analyze monthly/quarterly/annual financial monitoring reports for internal and external stakeholders as required
- Liaise with External Auditor, Municipal Administrators, Ministry of Education, Ministry of Finance and Office of the Provincial Auditor personnel in the preparation of the financial statements, audit file, reporting documents and schedules
- Prepare other financial documents required by legislation
- Act as the privacy officer for the division and ensure privacy of and access to the archived files is maintained according to LAFOIP.
- Conduct oneself in a manner appropriate to an educational institution
- Be willing to engage in lifelong learning with respect to training, in-services and courses of study
- Perform other duties as may be required or assigned by the Superintendent of Business Administration.

## **Judgment, Independence and Client Contact:**

### **Confidentiality:**

At no time should the Supervisor of Financial Services discuss in public information pertaining to anyone in the school division. The Supervisor of Financial Services is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct.

### **Independence:**

The Supervisor of Financial Services is expected to work independently as an organizational leader as well as a team member of the assigned Department, the schools and the division office as required.

### **Client/Peer Contact**

This employee works collegially with school staff, school-based administration and other division based staff. Contact with other employees and outside agencies is regular and frequent.

## **Responsibility for Quality of Assigned Work:**

The employee is under supervision and is responsible for the quality of the work and is expected to seek clarification and direction on any matters of concern.

**Salary Grid:**

The salary grid for the Supervisor of Financial Services is tied to the following grid(s):

Supervisors Salary Grid Range 1 (minimum)

Supervisors Salary Grid Range 2 (University Degree – related field)

Supervisors Salary Grid Range 3 (Masters Degree – related field)

<b>Approved By:</b>	Dean Biesenthal, Supt of Human Resources
<b>Date Approved:</b>	Nov 2012
<b>Reviewed:</b>	