



## RENFREW COUNTY CATHOLIC DISTRICT SCHOOL BOARD

Requires A

**NEW POSITION**

# FINANCE OFFICER

<b>LOCATION:</b>	Administration Office, Pembroke
<b>STATUS:</b>	<b>Permanent</b> – 1.0 FTE – Full-time (12-mth)
<b>HOURS:</b>	7.0 hrs/day (35 hrs/week)
<b>START DATE:</b>	May 1, 2012 (approx.)
<b>SALARY RANGE:</b>	Under Review + benefit package
<b>UNION AFFILIATION:</b>	Non-Union

### **JOB SUMMARY: Reporting to the Superintendent of Business Services, the Finance Officer is responsible for**

- Assisting with the preparation of the following for the Superintendent's approval:
  - i. The electronic versions of Estimates, Revised Estimates and Financial Statements for submission to the Ministry of Education, and responses to Ministry queries on the above;
  - ii. The internal Budgets for approval by the Board of Trustees;
  - iii. The internal Financial Statement documents for approval by the Board of Trustees; and
  - iv. Monthly Financial Reports for Board meetings;
- Providing input on the financial impact for labour negotiations and budget purposes;
- Reviewing specific tasks of accounting staff such as journal entries, bank reconciliations, manual cheques, and cheque cancellations;
- Performing internal audits of school-generated funds and the evaluation of internal controls;
- Recording and collecting municipal school taxes;
- Preparing and submitting financial claim forms for Provincial and Federal Grants;
- Renewing insurance policies and assisting with claims queries/submissions;
- Ensuring computer programs adequately and accurately meet accounting needs including research and recommendation for changes to current operational systems;
- Preparing account analysis and year-end working papers for annual audits;
- Preparing various expenditure reports for department managers as requested;
- Responding to financial queries in the absence of the Superintendent of Business Services and the Senior Finance Officer;
- Supervising the work of the Finance and Benefits Assistant, and as required, other accounting staff;
- Validating Ministry calculations regarding financial information;
- Acting as a resource member for the Board's Committees as required; and
- Performing duties and ad-hoc projects assigned by the Superintendent of Business Services and/or the Senior Finance Officer.

### **QUALIFICATIONS:**

- A university degree with a professional accounting designation (CA, CMA, CGA);
- A minimum of 5 years accounting and budgeting experience in a computerized accounting environment;
- Knowledge and understanding of accounting principles, PSAB and GAAP;
- Knowledge and understanding of auditing standards and procedures, GAAS;
- General knowledge of the Ministry of Education Funding Model would be an asset;
- Excellent organizational, mathematical, analytical and relevant computer skills;
- The ability to work under stringent deadlines and handle multiple priorities;
- Strong interpersonal, communication and leadership skills;
- The ability to interact with senior management regarding financial information; and
- A self-motivated team player capable of accomplishing tasks with limited supervision.

**CLOSING:** Interested applicants are invited to submit an updated resume including details of qualifications, experience and professional references **no later than 3:00 p.m. on Monday, February 27, 2012.** *Only those candidates selected for an interview will be contacted.*

**IT IS PREFERRED THAT ALL CANDIDATES APPLY THROUGH [www.applytoeducation.com](http://www.applytoeducation.com)**

**However, applications may also be accepted electronically via mail to [hr@rccdsb.edu.on.ca](mailto:hr@rccdsb.edu.on.ca)**

It is **imperative** that all **new** applicants to the Board submit an **ORIGINAL** current, satisfactory Vulnerable Screening Criminal Background Check **prior to commencement of employment.**