



POSITION: **BUSINESS SYSTEMS MANAGER**

REPORTS TO: **Chief Financial Officer**

FUNCTION/PURPOSE:

Responsible for the management, support, training and further development of the Northwest School Division's computer based accounting/budgeting programs.

Required Education, Qualifications and Experience:

- A post-secondary degree or diploma from a recognized program in commerce, accounting or some other field that relates to the major duties of the Business Systems Manager.
- A wide range of experience and knowledge of technology and its applications.
- Have a minimum of two years of experience in an accounting/financial related field.

Required Personal Characteristics:

- Trustworthy and respectful
- Approachable and accessible
- Flexible and collaborative

Supervision of Staff:

- This position may involve the supervision of staff as directed by the Chief Financial Officer (CFO)

DUTIES AND RESPONSIBILITIES:

Without restricting the generality of the above "Function/Purpose", the Business Systems Manager shall assist the CFO in performing the following duties and responsibilities:

- Lead the development of E-Business/Technology in relation to business services
- Responsible for the care and feeding of the division accounting system (Navision)
- Responsible for the division Web Portal
- Responsible for the care and feeding of the school generated funds system (KEV)
- Prepare departmental reports including the SGSE reporting system
- Monitor all risk management reports including insurance requirements
- Assist in budget preparation
- Manage the division purchasing card program
- Provide support services and reports for all budget centers of the jurisdiction
- Manage the Chart of Accounts
- Manage the division cell phone program

- Create professional development opportunities for business office and in-school staff
- Responsible for ensuring that the FOIP Act and regulations are being followed
- Other duties as assigned by the CFO

Confidentiality

The Business Systems Manager is expected to respect the confidential nature of the position by avoiding discussion of any topics that are not formally communicated to the public by the administration of the school or the school division. Information regarding a student, staff member or board member must not be discussed in public or with any person not authorized to receive that information. Exchange of personal information within the system shall be on a “need to know” basis. Breaching confidentiality is a serious violation of acceptable conduct and is grounds for disciplinary action up to and including termination of employment with the Board of Education

New appointees will undergo a ten (10) month probationary period.

Mission: Laying the foundation for success.

Vision: One student at a time.

Director Approved: January 27, 2014