

POSITION TITLE:

CHIEF FINANCIAL OFFICER

Reports to: Director

Function/Purpose:

Under the guidance of the Director, and within the policy framework established by the Board, provide leadership, management and monitoring of the financial, facilities and transportation operations of the Division to support the priorities established by the Board and the Director.

Required Education, Knowledge, Qualifications and Experience:

- Completion of at least two years of post-secondary education; or
- A Bachelor of Administration degree; or
- A Bachelor of Commerce degree from a recognized university; or
- Any similar degree that is acceptable to the Division.

Required Skills and Abilities:

Demonstrated capability and performance in the areas of:

- Team building and collaboration.
- Organizational skills.
- Interpersonal and communication skills.
- Initiative and adaptability.
- Prioritizing multiple demands.
- Advanced accounting principles and practices.
- Human resource management.
- Computer literacy.
- Oral and written communication skills.
- Administrative practices.
- Principles of statute law and parliamentary procedure.

Required Personal Characteristics:

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

Duties and Responsibilities:

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

- Monitor, report and provide advice to the Director and the Board on all matter related to finance, facilities and transportation.
- Conduct oneself in a manner appropriate for an individual employed by an educational system that provides services to children.
- Strive to achieve the goals set by the Board and the Director
- Corporate Secretary:
 - Ensure accuracy of recording of Board proceedings at meetings (minutes).

- Provide leadership in the development of contracts, agreements and partnerships with other Divisions, First Nation Authorities, outside agencies and corporations.
- Corporate Treasurer:
 - Provide for the fiscal management of the Division in accordance with the terms and conditions of any funding received by the Division under the Education Act or any other applicable legislation.
 - Produce financial reports in compliance and accordance with all legal, Ministerial and Board mandates and timelines.
- Personnel:
 - Work collaboratively with the Board and the Director in negotiating collective agreements.
 - Administer collective agreements in accordance with Board mandate.
 - Provide supervision and evaluation of staff working in the areas of Finance, Facilities and Transportation.
- FOIP Coordinator:
 - Ensure the maintenance, transparency, and access of records in accordance with the Local Authority Freedom and Protection of Privacy legislation.
- Board and System Relations:
 - Submit Board reports in an accurate and timely manner in preparation for regular Board meetings.
 - Establish and maintain positive communication and relations with the Board, all other staff and the public.
- Other duties and obligations as may be assigned by the Director.

Guiding Principles:

The Chief Financial Officer will demonstrate a commitment to:

- The pursuit of excellence based upon high expectations for all.
- The principle of being student centered.
- Accountability toward each other as individuals, schools, communities and governing bodies.
- A culture of mutual respect, trust and understanding.
- The highest standards of integrity and honesty.
- Inclusiveness as the celebration and acceptance of all people.
- Collaborative and cooperative relationships with all stakeholders.

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 24, 2008.