



POSITION: Supervisor of Finance

REPORTS TO: Chief Financial Officer

FUNCTION/PURPOSE:

To prepare, monitor and maintain the general ledger, financial statements, accounting records and budgets for the Northwest School Division, and ensure that those services are consistent with the policies, standards, legal requirements, philosophy and mission of the Division.

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 Supervisor of Finance.
- Hold (or be in the process of obtaining) an accounting designation.
- 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 involves supervising and evaluating staff

DUTIES AND RESPONSIBILITIES:

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

- Supervise and monitor the general ledger
- Manage the Chart of Accounts
- Prepare financial statements for the annual audit:
 - Audit working files
 - Yearend journal entries
 - Reconciling
- Responsible for the division school-based budget reporting
- Monitor all risk management reports including insurance requirements
- Lead the development of E-Business/Technology in relation to business services
- Prepare all necessary documents required to ensure PSAB compliance including:
 - Section 3150 Tangible Capital Assets (TCA)

- School Generated Funds (SGF)
 - Prepare necessary documents for the Province’s Summary Financial Statements (SFS)
 - Prepare financial reports as requested by the CFO
 - Prepare tender documents when tendering is required
 - Assist in budget preparation
 - Prepare and process land transfers and other legal documents as required
 - Create and maintain accounting records for all capital projects
 - Provide support services and reports for all budget centers of the jurisdiction
 - Responsible for the care and feeding of the division accounting system
 - Responsible for creating professional development opportunities for business office and in-school staff
 - Responsible for the division Records Retention and Disposal program
 - Responsible for overseeing all tuition fee billings and accounts
 - Responsible for ensuring that the FOIP Act and regulations are being followed
 - Responsible for the care and feeding of all trust accounts
 - Conduct oneself in a manner appropriate for an individual employed by an educational system that provides services to children.
 - Other duties as assigned by the CFO
- **Confidentiality**

The Supervisor of Finance 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: September 2021