

ASSISTANT SECRETARY-TREASURER / CONTROLLER

START DATE: As soon as possible

Closing date for applications: November 23, 2023

Position Title:	Assistant Secretary-Treasurer/Controller
Department:	Secretary-Treasurer
Reports To:	Secretary-Treasurer
Union Status:	Out of Scope
Location:	Administration Office
Hours:	Regular Full-Time
Annual Salary Range:	\$107,347 – \$138,061 depending on qualifications (under review)
Language Requirement:	English
Job Description Reviewed:	November 2023

Purpose of Position

The Assistant Secretary-Treasurer/Controller contributes to the overall leadership, management and financial reporting activities of the finance and business services within the Division's schools and internal support services.

Key Responsibilities

Duties include, but are not limited to, the following:

- Adheres to and models the Mission, Vision and Values of the Division.
- Contributes to the development and implementation of strategic directions of the Division.
- Contributes to the development and implementation of Divisional policies.
- Participates in the administration of Divisional Policies within scope of the Assistant Secretary-Treasurer/Controller's role.
- Participates in the management of the financial and business operations of the Division.
- Prepares in collaboration with the Secretary-Treasurer, the Division budget along with other administrators and the Board.
- Prepares financial reporting, forecasting and analysis both internal and external including the Annual Financial Statement and other reports.
- Produces and prepares monthly school board and departmental financial statements and reports.
- Prepares budget versus actual monthly reports.
- Leads and participates in complex and sophisticated departmental and interdepartmental projects.

- Provides support to/ and participates on Board and Ad Hoc Committees as required.
- Acts as project manager on the implementation of new ERP systems, software modules, enhancements, and optimization projects.
- Attends all Regular Board meetings and Committee meetings in the absence of the Secretary-Treasurer.
- Performs other duties as may be assigned to support the efficient operation of the Department.

Skills and Qualifications

Skill and Knowledge – Required:

- A CPA designation with an undergraduate degree in Business Administration or Computer Science or equivalent.
- 5-7 years proven experience managing the full-cycle of accounting functions.
- Experience with the preparation of financial statements and year-end working papers.
- Ability to lead audit processes.
- Solid leadership experience, including proven ability to develop, coach and mentor teams.
- Ability to direct and supervise staff in a complex multi-departmental, unionized setting.
- Ability to lead complex projects and initiatives, to set priorities and identify plans of action.
- Advanced computer skills in Office 365, accounting software and database management.
- Knowledge of Public Sector Accounting Standards (PSAS), Financial Reporting and Accounting in Manitoba Education (FRAME), or experience in a public sector environment.
- Strong customer service skills with the ability to work effectively with Trustees, external auditors, divisional and school personnel, parents, students, and community stakeholders.
- Strong communication (both oral and written) and interpersonal skills.
- Strong analytical and problem-solving skills.
- Strong organizational and time management skills, with the ability to work under pressure, multi-task and prioritize.
- Ability to work both independently and in a team environment.

Skill and Knowledge – Desired:

- Experience in a large urban school division.
- Experience working in the public sector including a demonstrated commitment to the development and support of a learning community that includes shared decision-making.

Conditions of Employment

- Police Information Check
- Child Abuse Registry Check
- Completion of Commit to Kids or Respect in Schools training
- Completion of New Employee Safety Orientation

Working Conditions & Physical Demands

- Work is in an office environment.
- May require long periods at a desk, reading of lengthy documents, and time in front of a computer.