



EMPLOYMENT OPPORTUNITY

POSITION: Finance Manager (1-Fulltime)
SALARY: According to WBE Salary Grid
START DATE: Immediate

Under the direct supervision of the Senior Business Official and general direction of the Education Director.

Primary Responsibilities:

- Direct and coordinate school board financial planning and budget management functions.
- Direct and co-ordinate school board funding agreements with ISC and other external funders.
- Oversee complete daily operations and staff of finance department.
- Manage all aspects of the audit financial statements.
- Manage the preparation of financial outlooks and financial forecasts; ensure monthly reports are professionally prepared for board meetings.
- Serve as direct liaison to WUT Finance Department to ensure all financial transfers are up to date.
- Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles,
- Knowledge of automated financial and accounting reporting systems (Sage) and of governmental financial regulations
- Good knowledge of Board/WUT policies and ISC reporting guidelines.

Qualifications:

- Excellent written, verbal communication and interpersonal skills.
- Master's degree in finance or Accounting; CA, CMA, CGA; experience in a senior-level finance or accounting position and/or relevant qualifications and experience.
- Provide 3 current work-related references on letterhead.

Please send your resume and documentation to:

Sonya Morningstar, Human Resource Manager
Wikwemikong Board of Education
34 Henry Street
WIKWEMIKONG, ON P0P 2J0
Tel: 705-859-3834, Fax: 705-859-3787, or
Email: smorningstar@wbe-education.ca

DEADLINE: Monday, September 23, 2019 @ 2:00 p.m.

Only those selected for an interview will be contacted.