

Manager, Finance (Exempt) Roles and Responsibilities

Core Responsibilities

Reporting to the Secretary-Treasurer, the Manager, Finance is responsible for the overall accounting and payroll systems, accounts receivable, accounts payable, CUPE timekeeping, and cash receipting. The Manager, Finance provides guidance and direction to finance and payroll staff and ensures proper execution of accounting and payroll procedures in accordance with internal controls, Board Policy and Administrative Procedures, Public Sector Pension Plans, Ministry of Education reporting requirements and Canada Revenue Agency (CRA) Regulations.

The duties of the position include personnel supervision, evaluation, discipline, hiring, casual replacement, orientation of new personnel, training, coordination of work and project management and working with highly confidential and sensitive information.

The Manager, Finance is accountable to the Secretary Treasurer who, in turn, is accountable to the Board of Education.

Profile

As a natural problem solver, the Manager, Finance will work closely with District Staff:

- to resolve financial reporting and budgeting issues
- to report discrepancies, and compliance issues.

The ideal candidate will be an invaluable source of expertise and knowledge in researching new financial reporting topics and will provide assistance and training to staff on financial reporting tasks and procedures, and accounting software. The ideal candidate will also possess:

- a Certified Professional Accounting (CPA) designation;
- a minimum of five (5) years supervisory experience in an accounting environment; and
- relevant financial analysis and planning experience in a complex unionized environment; or an equivalent combination of education, training and experience.

Specific Responsibilities

1. Supervise finance and payroll staff.
2. Train and develop of finance and payroll staff. Participate in recruitment and selection of staff.
3. Design and implement workflow solutions and change management for the Finance Department.
4. Maintain overall integrity of the financial records and general ledger and operating effectiveness of the internal controls.

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5. Prepare monthly, quarterly and annual financial reports for Senior Management, the Board and the Ministry of Education.
6. Perform analysis and prepare explanations for variances of actual revenues and expenditures from budgets.
7. Perform complex general ledger account reconciliations; bank account reconciliations, vendor and customer account reconciliations.
8. Monitor department and school financial performance against budget and reports variances identified to departments and management. Assist in the preparation of school district budgets as required and provide information to departments and schools about budgets allocated. Assist with the school based audits and preparation of audit reports.
9. Liaise with donors, schools and PAC's, prepare tax receipts for donations received. Provide information to departments and schools regarding revenues and expenses recorded in the general ledger.
10. Review and manage aged accounts payables and accounts receivables listings and cashflows management of these business cycles.
11. Transfer payroll and accounts payable files to bank, if necessary.
12. Assist the Manager, Payroll Benefits with purchase card (P-Card) administration.
13. Prepare miscellaneous reports, journal entries and transaction processing such as:
 - a. Teacher Summer Savings Plan
 - b. Workers Compensation Board payments
 - c. Local Education Agreement (LEA/Indigenous Services) invoicing
 - d. Mercer Report
 - e. Quarterly amortization entries and Employee Future Benefits (EFB) entry
 - f. Quarterly Government Reporting Entity (GRE) financial report and assist with year-end financial statements- working papers for all balance sheet accounts
 - g. Year-end rollover
 - h. Statement of Financial Information (SOFI)
 - i. Final reporting and audit of quarterly Employment Data and Analysis System (EDAS) report
 - j. GST Rebate Filing semi-annually
 - k. Annual Charities return
14. Cover any departmental staff work during absences, vacations, recruitment transition, to ensure payroll, accounts payable and other required reporting submissions are kept up to date.
15. Other related duties as assigned

Reporting Relationships

School District No. 5 (Southeast Kootenay)

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Reports to: Secretary Treasurer

Directly Supervises: Manager, Payroll and Benefits

Key Relationships: School staff and administration, External Auditors

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