

POSITION TITLE:

FINANCE OFFICER

Reports to: Finance Systems Manager

Function/Purpose:

The Finance Officer is responsible for providing support in the various finance functions, which include: reporting, reconciliation, training, work with division accounting system, prepare documents.

Required Education, Knowledge, Qualification and Experience:

- Hold 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 Finance Officer or an equivalent combination of education and experience.
- Have a minimum of 2 years' experience in an accounting/financial related field
- Demonstrated knowledge of computer systems, office equipment and the ability to work in a variety of software applications.
- Demonstrated knowledge of current accounting practices and policies.
- Demonstrated knowledge of Microsoft Word and Excel software.

Required Skills and Abilities:

Demonstrated capability and performance in the areas of:

- Team building and collaboration.
- Work with minimal supervision.
- Organizational skills.
- Strong interpersonal and communication skills.
- Initiative and adaptability.
- Prioritizing multiple demands.

Required Personal Characteristics:

- Honest, trustworthy and respectful.
- Approachable and accessible.
- Flexible and collaborative.

Supervision:

The Finance Officer will not generally be required to directly supervise employees.

General Duties:

Without restricting the generality of the description above, the Finance Officer shall assist the Finance Systems Manager in performing the following duties and responsibilities, as may be assigned, including but not restricted to the following:

- Assist in the care and feeding of the division accounting system
- Assist with School Generated Funds
- Assist in application and reporting of Grants
- Prepare departmental reports
- Reconcile accounts
- Assist in the division purchasing card program
- Provide support services and reports for all school budgets
- Manage the division cell phone program
- Assist in providing training to staff
- Prepare tender documents
- Be willing to engage in lifelong learning with respect to training, inservice and courses of study.
- Conduct oneself in a manner appropriate for an individual employed by an educational system that provides services to children.
- Deal tactfully with staff and the public.
- Be knowledgeable and supportive of applicable Board policies.
- Other duties as assigned by Finance Systems Manager

Judgment, Independence & Client Contact:

- Confidentiality
 - The Finance Officer 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 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.
- Independence
 - The Finance Officer is expected to work independently, take initiative and be responsible for quality of assigned work.
- Working Jointly with Other Staff on Common Assignments or Tasks
 - This position involves working jointly with other staff, teachers and school-based administration on a daily basis.

New appointees will undergo a ten (10) month probationary period.

Mission: Laying the foundation for success.

Vision: One student at a time.

Director Approved: May 18, 2021