



COMMISSION SCOLAIRE WESTERN QUÉBEC
WESTERN QUÉBEC SCHOOL BOARD
DIRECTOR OF FINANCIAL RESOURCES
REGULAR FULL TIME
BOARD OFFICE

Western Quebec School Board is an English Language school board serving over 8000 students in 30 schools and centres. Western Québec is dedicated to developing lifelong learners who contribute to society and are prepared for their future. All teachers and staff are committed to academic excellence and the provision of quality education which encourages social, emotional and moral development. Western Québec respects and promotes the rights and responsibilities of every individual while maintaining a student-centred, safe and healthy learning environment. Parents and communities are valued as collaborative partners in enriching programs and achieving goals.

We are looking for a highly motivated professional to work as part of an innovative team that is committed to student achievement. The position of Director of Financial Resources entails responsibility for all the programs and activities pertaining to the management of the financial resources of the school board.

The position includes, in particular, responsibility for all the programs and activities pertaining to budget management, financial systems management, preparation and standardization of financial statements, accounting, treasury management and supervision of internal financial controls. The position consists in playing a key role in providing advice and expertise to the Director General and to all the administrators of the school board so as to promote the optimal management of financial resources.

In general, this position includes the following daily responsibilities:

- Develop the objectives and strategies of the school board dealing with financial resources for which the incumbent is responsible and, where applicable, determine the annual action plan;
- Prepare short-, medium- and long-term budgetary forecasts in keeping with the evolving socioeconomic environment of the territory of the school board;
- Develop and oversee the application of policies, rules and procedures related to financial management;
- Prepare and develop accounting and financial systems;
- Assume the responsibility for preparing the budget of the school board and ensure that systems, methods and procedures for budget and financial control are developed;
- Ensure that the financial resources prescribed in the Education Act are distributed and participate in defining the inherent objectives, principles and criteria;
- Plan and develop the financial statements of the school board with the collaboration of the external auditor;
- Ensure that the internal financial controls of the institutions and other administrative units of the school board are developed and monitored;
- Assume the responsibility for preparing the annual financial report as well as financial statements of all types;
- Assume the responsibility for carrying out the accounting and financial operations of all the administrative units;
- Ensure that the school board benefits from the maximum revenue available from ministries and other subsidizing organizations;
- Oversee the planning and management activities associated with school taxes;
- Ensure, where applicable, that decentralization mechanisms for financial management are developed;
- Create and provide, as needed, financial management tools adapted to the institutions and other administrative units;
- Put in place and promote consultation and cooperation measures;
- Support the administrators of the school board by ensuring that pertinent information is provided to them;
- Intervene, if necessary, in the institutions and administrative units of the school board in order to assess problem situations and to find the appropriate solutions.

Specifically, in relation to the overall management of the school board:

- Participate in defining and developing the vision, organizational values, strategies, objectives and priorities;
- Participate in developing and updating policies and by-laws and ensure that they are applied;
- Collaborate with other staff members in preparing the staffing plan and in allocating the budget;
- Provide assistance to schools/centres in developing their annual budget;
- Ensure that financial management is carried out in compliance with all levels of governments;
- Represent the school board in financial resources matters.

Specifically, in relation to the management of human, financial, material and information resources of his or her administrative unit:

- Formulate recommendations concerning the staffing plan;
- Select or participate in selecting staff;
- Determine the duties; manage and animate staff while ensuring its supervision and evaluation;
- Develop a professional improvement and training plan for the staff of the administrative unit;
- Identify the needs and priorities in supplies, equipment and materials as well as ensure proper inventory control;
- Ensure that information resources are developed, applied and updated;
- Assume any other responsibility compatible with his or her function that may be assigned to him or her by the immediate superior.

Minimum Required qualifications:

- Undergraduate degree in a relevant field of study certifying a minimum three-year university program or hold a senior executive or senior staff position in a school board for which an undergraduate degree is required under the minimum qualifications;
- Eight years of relevant experience.

Other requirements:

- Must possess a professional accountant accreditation (C.A., C.M.A., C.G.A. or C.P.A.);
- Excellent knowledge of French and English, spoken and written;
- Ability to work effectively under pressure and within time constraints;
- Proficiency in the use of information and communication technology;
- Demonstrated strong interpersonal skills and the ability to work effectively in a collaborative and consultative team environment.

Working conditions:

- Working conditions determined by Regulation Respecting Condition of Employment of Management Staff;
- Salary: Classification 8 (minimum \$82 750, maximum \$110 330);
- The probation period is two years;
- Start date: January 7, 2019.

**APPLICATIONS MUST BE SENT TO: jobs_emplois@wqsb.qc.ca
(Cover Letter, Resume, scan of Diplomas and Transcripts)**

by 1:00 p.m., December 12, 2018

Subject: (C2018-11-002) Director of Financial Resources – Regular Full Time

Att.: Terry Kharyati, Director of Human Resources

Only those candidates chosen for interviews will be contacted.

The Western Québec School Board applies an Equal Access Program and encourages Women, Aboriginal peoples, members of Visible and Ethnic minorities and persons with Handicap to apply.