



## MANAGEMENT POSITION AVAILABLE

### English School Board

2022-2023 school year



<b>Position :</b>	Coordinator of Finances services
<b>Place of work :</b>	Board Office Finances - Québec (QC)
<b>Job status :</b>	Regular Full Time (100%)
<b>Immediate supervisor :</b>	Director of Finances services
<b>Starting date :</b>	December 5, 2022

## NATURE OF THE POSITION

Under the responsibility of the Director of Finances services, the position of Coordinator Finances services includes all the functions required for the coordination, supervision, evaluation, research and development of one or more programs and activities related to the management of the School Board's financial resources.

The position mainly involves responsibility for the coordination of one or more programs and activities related to budget management, financial systems management, preparation and standardization of financial statements, accounting, cash management and supervision of internal controls with financial implications.

The position consists in assuming, within his/her field of competence, a role of consulting services and functional expertise with the managers of the school board to promote the optimal management of financial resources.

## CHARACTERISTIC RESPONSIBILITIES

- Participates in the development of policies and programs and ensures the implementation of administrative procedures related to the management of the school board's financial resources.
- Participates in the development and implementation of accounting and financial systems.
- Participates in the preparation of budget projections and the budget and in the development of budgetary and financial control systems, methods and procedures.
- Coordinates and participates in the execution of all financial management activities, including:
  - Routine financial management operations such as accounts payable management (issuance of checks, invoices, tax statements) and accounts receivable management (cash receipts, deposits, billing) ;
  - Preparation of all types of financial statements, including support for external audits and preparation of reports related to accounting reform;
  - Reconciliation with other systems;
  - Banking operations including reconciliation and market borrowing;
  - Fiscal operations including tax management;
  - Internal control and enforcement of standards;
  - Maintenance of accounting information systems.
- Contributes, where appropriate, to the development of mechanisms for decentralized financial management.
- Coordinates the development, implementation and improvement of financial resources management tools adapted to the needs of schools and centres and other administrative units.
- Assists, as needed, the managers of the schools and centres and administrative units of the school board.
- Collaborates in the development of the staffing plan and budget allocation.
- Ensure the review and rationalization of administrative practices facilitating the management of resources in his/her sector.
- Represents, upon request, the School Board or the administrative unit on matters related to his/her sector of activity.
- Supervises and evaluates the personnel under his/her responsibility.
- Assumes any other responsibility compatible with his/her function that may be assigned by his/her superior

## REQUIRED QUALIFICATIONS

- Undergraduate degree in an appropriate field of study (accounting) from a university program of at least 3 years;
- Five (5) years of relevant experience;
- Member of the Ordre des comptables professionnels agréés du Québec;
- Experience in the education, public or parapublic sector will be considered an asset;
- Excellent oral, written and reading skills in both English and French;
- Commitment to high ethical and professional standards, discretion and sound judgment;
- Excellent and up-to-date knowledge of the various laws and regulations governing the management of financial resources;



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- Complex problem solving skills;
- Ability to synthesize, analyze and make decisions;
- Ability to innovate and develop in a perspective of efficiency and effectiveness;
- Excellent organizational, management and supervisory skills, including the ability to prioritize, schedule, evaluate progress toward objectives, and pay attention to details, data, information and activities;
- Be very comfortable with the use of information technology.

**All interested candidates are asked to forward their application by November 28, 2022 at 4:30 p.m.**

**By email :** [nancy.lheureux@cqsbc.qc.ca](mailto:nancy.lheureux@cqsbc.qc.ca)

**By our website :** <https://www.cqsbc.qc.ca/en/careers>

*Mention the posting number on the subject line of your email and on your resume.*

*An acknowledgement of receipt will be returned to your email address.*

We thank all applicants for their interest in our organization. Only those selected for interviews will be contacted. All applications are treated in a confidential manner. We apply equal access to employment and we encourage women, visible and ethnic minorities, Aboriginal peoples and persons with disabilities to apply. People with disabilities who wish, may be assisted in the preselection and selection process.

The Human Resources Department