



**Our Motto** Students Come First  
**Our Mission** Building Strong Foundations to Create Bright Futures  
**Our Values** Belonging, Respect, Responsibility, Learning, Nurturing and Perseverance  
**Our Vision** Learning Without Limits...Achievement For All

## Accounting Manager

<b>Portfolio:</b>	Accounting
<b>Reports Directly to:</b>	Chief Financial Officer
<b>Reports Indirectly to:</b>	Director of Education
<b>Direct Reports:</b>	2
<b>Department/Location:</b>	Accounting/Good Spirit Education Complex – Yorkton, SK
<b>Salary Range:</b>	Accounting Manager Grid – 5 steps
<b>Last Updated:</b>	Feb 13, 2023

### Profile

The Accounting Manager must provide a full range of accessible, trusted, and professional services for the Division. Leadership will be provided in the area of accounting.

The Accounting Manager plans, organizes, directs, controls and evaluates the activities of the school division that are integral to professional accounting practices. This will include coordinating with the CFO in budget development, financial statement preparation, tuition fee invoicing, accounts receivable, support and reporting for school generated funds, reconciliations and scholarship coordination.

This position will be a strategic thinker responsible for leading the Accounting team which aligns with the Division's Mission, Vision and Values. The Accounting Manager assists the Chief Financial Officer in fulfilling the general and specific aspects of their work as defined in the Education Act and Board Policy and will represent the Division in an ethical, positive and professional manner. This position works toward 4 strategic focus and long-term goals: High Quality Teaching and Learning, Engagement of All Families, Students, and Communities, Healthy, Sustainable Physical and Social Environments and Effective Policy and Procedures.

Without restricting the generality of the overview above, the Accounting Manager shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

The Accounting Manager is assigned the following specific areas of responsibilities:

#### 1. Fiscal Responsibility

Role Expectations:

- RE 1.1 Ensures the fiscal management of the Division is in accordance with the terms or conditions of any funding received by the Board.

- RE 1.2 Ensures the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
- RE 1.3 Ensures the implementation of upgrades and enhancements to the financial information system.

Quality Indicators relative to fiscal responsibility:

- QI 1.1 Generally accepted accounting practices are being followed.
- QI 1.2 Adequate internal financial controls exist and are being followed in the areas of responsibility.
- QI 1.3 All contracts for services are being administered and interpreted so contractors are being paid appropriately.
- QI 1.4 Internal audits of school based funds are conducted in a timely manner.
- QI 1.5 The Chief Financial Officer is informed annually about incurred liabilities.
- QI 1.6 Reviews expenditures to ensure continuous improvement in terms of value for money.
- QI 1.7 Support the Chief Financial Officer in remediating deficiencies identified in the Audit Report and Management Letter.
- QI 1.8 Provides reports as the Chief Financial Officer for submission to Ministry and external agencies such as SGI, Federal Government, AANDC, and Provincial Comptroller.
- QI 1.9 Support the Chief Financial Officer in analyzing, identifying and remediating issues regarding budget expenditures.
- QI 1.10 Ensures tenders for purchasing are conducted in accordance with legislative requirements and Division direction in areas of responsibility.

## 2. Personnel Management

Role Expectations:

- RE 2.1 Provides supervision of all Accounting Assistants.
- RE 2.2 Staff the Accounting Department with the best personnel.
- RE 2.3 Provides training to In-School Administrators and Administrative Assistants on all accounting related functions.

Quality Indicators relative to personnel management:

- QI 2.1 Quality recruitment, orientation, staff development, disciplinary, evaluation and supervisor processes are developed and effectively implemented and in

accordance with appropriate administrative procedures within the Accounting Department.

- QI 2.2 The Accounting Manager models a commitment to personal and professional growth.
- QI 2.3 The Accounting Manager models high ethical standards of conduct.
- QI 2.4 The Accounting Manager implements assigned personnel related administrative procedures (section 400 of the AP manual).

### **3. Policy and Administrative Procedures**

Role Expectations:

- RE 3.1 Implements relevant Board policies and assigned administrative procedures with integrity in a timely fashion.
- RE 3.2 Make recommendations within areas of assigned responsibility, to the Chief Financial Officer, to ensure related Administrative Procedures are kept current and are in compliance.

Quality Indicators relative to policy role:

- QI 3.1 Ensures compliance with Administrative Procedures as required in the performance of duties.
- QI 3.2 The Accounting Manager makes timely recommendations to the Chief Financial Officer regarding administrative procedures in areas of assigned responsibility.
- QI 3.3 The Accounting Manager provides administrative services including administrative procedure and policy research as required by the Chief Financial Officer.

### **4. Accounting Manager / Chief Financial Officer Relations**

Role Expectations:

- RE 4.1 Establishes and maintains positive, professional working relations with the Chief Financial Officer.
- RE 4.2 Assist the Chief Financial Officer in facilitating the implementation of the Board's roles and responsibilities as defined in Board policy.
- RE 4.3 Assist the Chief Financial Officer in providing the information which the Board requires to perform its role.

Quality Indicators relative to Accounting Manager / Chief Financial Officer relations:

- QI 4.1 The Accounting Manager keeps the Chief Financial Officer informed about Division operations.

- QI 4.2 The Accounting Manager ensures agenda items recommended to the Chief Financial Officer provide balanced, sufficient, concise information and clear recommendations for action items in agendas.
- QI 4.3 The Accounting Manager interacts with the Chief Financial Officer in an open, honest, pro-active and professional manner.
- QI 4.4 The Accounting Manager ensures high quality management services are provided to the Chief Financial Officer.
- QI 4.5 The Accounting Manager implements Chief Financial Officer directions with integrity in a timely fashion.
- QI 4.6 The Accounting Manager contributes positively to the effectiveness of Administrative Council and Corporate Services meetings.

## 5. Strategic Planning & Reporting

### Role Expectations:

- RE 5.1 Supports the strategic planning process in areas of assigned responsibility.
- RE 5.2 Implements plans as approved in areas of assigned responsibility.
- RE 5.3 Reports at least annually on results achieved.

### Quality Indicators relative to strategic planning and reporting:

- QI 5.1 Provides timely Federal, Provincial and Division fiscal information, opportunities and challenges to the Chief Financial Officer.
- QI 5.2 Achieves the key results identified in the Education Sector Strategic Plan (ESSP) within areas of assigned responsibility.
- QI 5.3 Reports at least annually on results achieved within areas of assigned responsibility.

## 6. Organizational Management

### Role Expectations:

- RE 6.1 Demonstrates effective organizational skills resulting in Division compliance with all legal, Government mandates and timelines within areas of assigned responsibility.
- RE 6.2 Establish and maintain an effective record management system within areas of responsibility.

### Quality Indicators relative to organizational management:

- QI 6.1 Complies with all Government and Division mandates (timelines and quality) within areas of assigned responsibility.

- QI 6.2 Supports the Chief Financial Officer with providing facility related revenue and expense analysis to meet reporting requirements of the Ministry.
- QI 6.3 Annually assesses and reports on disposal of records in accordance with established guidelines.

## 7. Communications and Community Relations

### Role Expectations:

- RE 7.1 Takes appropriate actions to ensure positive external and internal communications are developed and maintained within areas of assigned responsibility.

### Quality Indicators relative to communications and community relations:

- QI 7.1 Represents the Division in a positive, professional manner.
- QI 7.2 Manages conflict effectively.
- QI 7.3 Interacts with the Government officials in a productive manner resulting in a positive professional working relationship between the Division and the Government.
- QI 7.4 Consistently demonstrate a commitment to Division values as noted in Policy 1. In addition, consistently model servant leadership and positive ambassadorship.

## 8. Leadership Practices

### Role Expectations:

- RE 8.1 Practices leadership in a manner that is viewed positively and has the support of those with whom he works most directly in carrying out the directives of the Chief Financial Officer.

### Quality Indicators relative to leadership practices:

- QI 8.1 Provides clear direction.
- QI 8.2 Provides effective leadership.
- QI 8.3 Establishes and maintains positive, professional working relationships with staff.
- QI 8.4 Unites direct reports toward providing the Division accounting services in an efficient and effective manner.



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QI 8.5 I trust the Accounting Manager.

QI 8.6 Empowers others.

QI 8.7 Effectively solves problems.

### **Qualifications**

- CPA designation preferred
- 5+ years of experience
- Experience in an education sector setting would be considered an asset

### **Knowledge, Skills and Abilities**

- Experience operating accounting software
- Proven experience coordinating large system audits both internally and externally
- Knowledge of financial statement preparation
- Tangible capital asset management
- Exemplary organizational management and attention to detail

### **Working Conditions**

- Out of Scope based on a 12- month calendar
- Some travel may be required