

## **JOB DESCRIPTION**

### A. **JOB IDENTIFICATION**

<u><b>TITLE:</b></u>	<b>ASSISTANT MANAGER OF FINANCE</b>
<u><b>DEPARTMENT:</b></u>	<b>ACCOUNTING AND PURCHASING</b>
<u><b>IMMEDIATE SUPERVISOR:</b></u>	<b>MANAGER OF FINANCE</b>

### B. **JOB SUMMARY**

Working in a team environment, the Assistant Manager of Finance provides leadership and direction to the Accounting and Purchasing departments of the Board and provides key financial support to the Manager of Finance during the annual budget and financial statement preparation processes.

### C. **DUTIES AND RESPONSIBILITIES:**

#### **Accounting Department:**

- Supervise, train and oversee daily activities of the accounting staff including accounts payable, accounts receivable and finance officer positions.
- Under the direction of the Manager of Finance, assist in the preparation of the Board's annual budget estimates and revised estimates in accordance with PSAB requirements including the understanding and application of the Grants for Student Needs and EPO grants.
- Under the direction of the Manager of Finance, assist in the preparation of the Board's annual financial statements in accordance with PSAB requirements including the reconciliation of year end general ledger, preparing necessary working papers, schedules and Ministry reports as required for August 31 Board year-end audit and March 31 Ministry year-end specified procedures.
- Liaise with Board external auditors.
- Ensure that accounting department policy and procedures are current and documented.
- Assist in the monitoring and reconciliation of periodic reports concerning capital projects.
- Ensure adherence to and application of HST rules and review and approve all rebates and payments.
- Authorizes journal entries prepared by Finance Officer and other accounting staff.
- Ensures that all anticipated revenue is received by the Board in a timely manner including municipal, ministry and other revenues.
- Oversee, monitor, review and report on all school-generated funds including school and Catholic school council funds for compliance with Ministry and Board policy, procedures and guidelines.
- Oversee the accounting year-end process.
- Recommend improvements to accounting systems and procedures.

#### **Purchasing Department:**

- Supervise, train and oversee daily activities of the purchasing staff including the acquisition of materials, equipment, and services for schools and departments ensuring that the best overall purchase value is obtained in an appropriate procurement manner (RFQ, RFP, tender, etc).
- Oversee competitive bid process to ensure overall best value is obtained while adhering to contract and competitive bidding laws.
- Negotiate, control, and manage major procurement contracts for the Board including the analysis of market conditions, source suppliers, prepare tenders (RFQ's, RFI's, etc.), negotiate prices, evaluate bids, award tenders and arrange supply while ensuring compliance with the board's procurement policies and procedures and Ontario's Broader Public Sector (BPS) Purchasing Guidelines.
- Approve purchase orders prior to release.
- Benchmark, review and analyze key suppliers for performance and cost efficiencies, monitoring emerging trends in products and services.
- Ensure adherence to and application of HST rules for all procurement activities.

- Ensure that purchasing department policy and procedures are current, documented and in compliance with requisite government legislation.
- Participate as an active member of the St. Lawrence Seaway Purchasing Cooperative, including attending regular meetings, communicating with other Cooperative members, leading and participating in the Cooperative's group buying initiatives such as negotiating prices and assisting in competitive bidding and contract management processes.
- Supervise, oversee and coordinate the daily activities of the internal courier system including timely and effective routes for all schools and board offices.

**General:**

- Under the direction of the Manager of Finance, assist in the appropriate tracking and reporting of the Board's capital assets in both the purchasing and accounting systems.
- Implement new financial and purchasing technology applications and processes as required, ensuring security of systems, integrity of data and appropriate training plans for staff.
- Interact with software vendor regarding the development and enhancement of financial and purchasing software including problem-solving.
- Develop, implement, monitor and ensure compliance with internal controls for all accounting and purchasing processes, ensuring transactions comply with relevant legislation, Ministry protocols and Board policy and procedures.
- Participate in the selection and hiring of Accounting and Purchasing staff.
- Resolve operational matters and provide guidance and mentoring in order to ensure efficient and effective service.
- Provide general assistance to senior staff, managers, and employees by researching, gathering and analyzing financial data, producing reports, providing training and support and communicating to employees, schools and departments as necessary.
- Maintain general ledger chart of accounts and account overlays, coach team members on account coding decisions.
- Continually develop procedures to streamline daily, weekly, monthly, and yearly processing activities of the Accounting and Purchasing departments.
- Design, develop and maintain spreadsheet applications for financial reports, working papers, projects, etc.
- Prepare routine correspondence for Accounting and Purchasing departments.
- Participate in the objective-setting process for the Accounting and Purchasing departments including the development of individual and team objectives.
- Other role-related projects and/or responsibilities, as required.
- Participate in regular meetings of the Finance and Purchasing Committees of the Ontario Association of School Business Officials (OASBO).

**D. QUALIFICATIONS:**

- Five years related work experience in a computerized financial environment with two of those years in a leadership role
- University degree in Commerce, Business Administration or related field
- CGA, CMA or CA designation
- Certified Professional Purchaser (CPP) designation would be considered an asset or an equivalent combination of education and experience may also apply
- Supervisory experience in a unionized environment
- Superior interpersonal, communication, presentation and negotiation skills, including commitment to client service
- Excellent time management and organizational skills as well as ability to work under pressure
- Thorough understanding of business processes in order to develop internal controls/procedures
- Proficiency and experience with the application of GAAP and PSAB accounting standards
- Advanced proficiency and knowledge in the use of financial and purchasing software applications, including Microsoft Word, Excel, database, electronic mail and other relevant software applications
- Demonstrated analytical, problem solving and conflict resolution skills

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Incumbent Signature

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Supervisor Signature