



CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO

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Superintendent of Business & Treasurer

The Catholic District School Board of Eastern Ontario provides excellence in Catholic education for 13,800 elementary, secondary and adult students in a variety of friendly urban and rural communities in the beautiful Eastern Ontario counties of Dundas, Glengarry, Grenville, Lanark, Leeds, Prescott, Russell and Stormont.

We are currently seeking a skilled financial leader to act as Superintendent of Business and Treasurer of the Board. The Superintendent of Business & Treasurer is an integral member of the senior leadership team and a person of integrity with a compassionate leadership style. Reporting to the Director of Education, your responsibilities encompass the Departments of Finance, Plant Operations & Maintenance, Transportation, and enrolment reporting. Capable of inspiring the trust and confidence of others, you have proven leadership abilities, are an effective communicator with solid interpersonal skills, and have strong analytical, organizational, and computer literacy skills. An effective leader of change, you have knowledge of collective bargaining processes, mediation, and working with a board of trustees.

As the successful candidate, you have a Business Supervisory Officer Certificate, as well as a track record of outstanding business leadership experience gained through progressive positions at the senior managerial level over at least five years. An accounting designation CPA, accompanied with a University degree in an appropriate area of study is also required.

Please ensure that your curriculum vitae is accompanied by four references and a copy of your Business Supervisory Officer Certificate. We also request that you use one method of application only. Only those granted an interview will be contacted.

The required candidate will be required to produce a satisfactory criminal background/vulnerable sector check.

The application package must be received no later than 4:00 p.m. on February 11, 2022 via email at hr@cdsbeo.on.ca or by faxing at (613) 258-3610.

The Board thanks all those who apply for this position.

CDSBEO IS COMMITTED TO PROVIDING AN INCLUSIVE, ACCESSIBLE AND BARRIER-FREE WORKPLACE. ACCOMMODATIONS FOR PERSONS WITH DISABILITIES ARE AVAILABLE DURING THE RECRUITMENT AND SELECTION PROCESS.

A. JOB IDENTIFICATION:

TITLE: SUPERINTENDENT OF BUSINESS & TREASURER

DEPARTMENT: EDUCATION

IMMEDIATE SUPERVISOR: DIRECTOR OF EDUCATION

B. JOB SUMMARY:

Under the direction of the Director of Education, the Superintendent of Business & Treasurer is responsible for the management, coordination, planning and reporting of all business activities of the Catholic District School Board of Eastern Ontario. Including oversight of all financial activities, including annual budget, revised budget, financial statements, accounting, purchasing, payroll, transportation, plant operations & maintenance and enrolment reporting.

The Superintendent of Business & Treasurer will also assist with collective bargaining.

C. DUTIES AND RESPONSIBILITIES:

- Responsible to oversee, manage and coordinate the activities of the Finance section, including accounting, budget, financial statements, insurance, payroll, purchasing, banking, short-term & long-term financing and debt management.
- Oversee all enrolment and OnSIS reporting processes to ensure appropriate levels of funding.
- Provide leadership and direction in ensuring the effective, efficient, and safe transportation service of the Board, in collaboration with Student Transportation of Eastern Ontario (STEO) Administrative Committee and the STEO Board of Directors.
- Oversee and collaborate with the Manager of Plant Operations and Maintenance in ensuring safe, dry and warm schools, through the provision of capital construction, school renewal and school condition improvement programs.
- Assist with communications and media relations as required.
- Ensure adequate hardware, software, training and communication systems are provided for all business functions and school administration.
- Respond to any issues requiring intervention by consultation with various department Managers with respect to Finance, Transportation, Plant & Maintenance and business information systems.
- Respond to any inquiries by the Board of Trustees with respect to Finance, Transportation, Plant & Maintenance, and business information systems.
- Assist in negotiating teams of the Board in reaching agreements with OECTA, CUPE and non-union employees.
- Act as senior management's representative on Audit Committee and Good Samaritan Trust Fund Committee.

- Attend regular board meetings.
- Perform other duties as assigned which are unplanned or of a transient nature and are consistent with the above job summary and duties.

D. QUALIFICATIONS:

- A professional accounting designation CPA coupled with a business degree in a related field
- A Business Supervisor Officer Certificate
- At least five years progressive management level experience in finance and business operations
- The ability to build strong and effective teams and to work effectively within a leadership team
- Sound knowledge of the Education Act, associated regulations, Grants for Students' Needs and Board policies and procedures
- Knowledge, experience, and skills to support the Board's governance functions, labour relations and legal matters
- A history of building trusting and respectful relationships
- Demonstrated confidence and experience in preparing and presenting financial statements, annual budgets, and reports for Board review
- Strong organizational and interpersonal skills
- Possess excellent oral and communication skills
- Demonstrated ability to use personal computers and associated financial software, in addition to Microsoft Word, Excel and Outlook.
- Ability to use tact, discretion and maintain information in the strictest of confidence.

Incumbent Signature

Supervisor Signature

January 2022