



**COMMISSION SCOLAIRE WESTERN QUÉBEC
WESTERN QUÉBEC SCHOOL BOARD
COORDINATOR OF FINANCIAL RESOURCES**

We are looking for an energetic, dynamic and experienced individual to work with the senior management team. The position of coordinator of financial resources entails the performance of duties required for the coordination, supervision, evaluation, research and development of one or more programs and activities pertaining to the management of the financial resources of the school board.

The position includes, in particular, responsibility for the coordination of one or more 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 providing, within the incumbent's field of competence, advice and expertise to the administrators of the school board so as to promote the optimal management of financial resources.

Responsibilities:

- Participate in developing the objectives and strategies of the school board dealing with financial resources for which the incumbent is responsible and, where applicable, collaborate with other staff members in determining the annual action plan;
- Participate in developing policies and programs and ensure that the administrative procedures relating to the financial resources management of the school board are implemented;
- Participate in devising and developing accounting and financial systems;
- Participate in preparing the budgetary forecasts and the budget and in devising systems, methods and procedures for budget and financial control;
- Coordinate the preparation of financial statements of all types;
- Supervise 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;
- Coordinate the planning and management activities associated with school taxes;
- Contribute, where applicable, to the development of decentralization mechanisms for financial management;
- Coordinate the creation, implementation and improvement of financial resources management tools adapted to the needs of the institutions and other administrative units;
- Assist, if necessary, the administrators of the institutions and administrative units of the school board;
- Support, as required, the administrators of the school board by providing them with pertinent information;
- Assume any other responsibility compatible with his or her function that may be assigned to him or her by the immediate superior;
- Assume any other duties as assigned by the Director General and/or Director of Financial Resources.

Overall Management of the Administrative Unit:

- Participate in defining and developing strategies, objectives and priorities;
- Participate in developing and updating policies and by-laws;
- Collaborate with other staff members in preparing the staffing plan and in allocating the budget;
- Ensure the review and rationalization of administrative practices designed to facilitate the management of the resources in his or her sector;
- Represent, upon request, the school board or the administrative unit in matters related to his or her sector of activity.

Management of Financial, Material and Information Resources:

- Participate in preparing the staffing plan;
- Participate in selecting staff;
- Supervise and evaluate the staff under his or her responsibility;
- Participate in developing a professional improvement and training plan for the staff of the administrative unit or sector of activity;
- Prepare and monitor the budget for his or her sector of activity;
- Ensure the availability, functioning and proper use of equipment and materials;
- Participate in developing and updating information resources.

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;
- Five years of relevant experience in an administrative position;
- Hold a designation of Chartered Professional Accountants (CPA).

Other Qualifications:

- Bilingualism;
- Strong interpersonal and communication skills;
- Strong administrative and managerial skills;
- Strong employee performance management skills;
- Understanding of laws pertaining to public organizations (Laws and regulations administered by Revenu Québec and Canada Revenue Agency Act);
- Proficiency with Microsoft Access queries and pivot tables;
- Understanding of procurement laws and regulations in Québec (Loi sur les contrats des organismes publics) would be an asset;
- Experience with procedures and guidelines for Payroll applications would be an asset.

Working Conditions:

Working conditions and salary determined by R.R.C.E.M. (Regulation Respecting Condition of Employment of Management Staff).

Start date: January, 2017

**APPLICATIONS MUST BE SENT TO:
jobs_emploi@wqsb.qc.ca
by 4:00 p.m., December 17, 2016**

**Subject: (C2016-12-004) Coordinator of Financial Resources – Western Quebec School Board
Att.: Mike Dubeau, Director of Human Resources, School Organization & Transportation**

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.