



## REGIONAL ACCOUNTING SERVICES OFFICER FINANCIAL SERVICES

### Title

Regional Accounting Services Officer – Financial Services

### Scope of Responsibilities

The Regional Accounting Services Officer shall be responsible for providing school sites with support and advice on financial control procedures, budgeting and financial reporting. The Regional Accounting Services Officer will assist schools in reviewing monthly expenditures, reviewing and preparing budget forecasts and providing overall financial assistance in managing budgets. The Regional Accounting Services Officer will assist with the organization and coordination of accounting/budgeting activities of the schools within the Board, utilizing audit procedures to ensure the most efficient use of the school's fiscal resources in support of financial goals and objectives. Working collaboratively within a team environment, the Regional Accounting Services Officer will demonstrate a strong commitment to the school improvement process in support of student learning and reports directly to the Manager, Regional Accounting Services.

### Competencies Required

The Regional Accounting Services Officer shall have the following competencies:

- (a) The ability to review and analyze accounting and internal control procedures, develop, recommend and implement improvements as appropriate;
- (b) Demonstrated knowledge of financial planning, budgeting and accounting processes;
- (c) Demonstrated knowledge of advanced computerized systems, PC-based accounting software, audit procedures, school-based operations, spreadsheets, database software, internet, presentation and word processing software;
- (d) Demonstrated ability to provide direction, support, training, motivation, coaching and counselling to school staff;
- (e) Demonstrated commitment to client service;
- (f) The ability to work and communicate effectively within the Halifax Regional School Board, with students, parents, community members and external groups such as government agencies;
- (g) The ability to work effectively within a team environment;
- (h) The ability to maintain and promote confidentiality as the norm;
- (i) The ability to apply knowledge, experience and commitment in the areas of race relations, cross cultural understanding and human rights;
- (j) The desire and ability to engage in continuing education and professional development.

**Qualifications**

- (a) University degree in business with a major in Accounting/Finance, a professional accounting designation, or the equivalent obtained through training and experience;
- (b) Minimum three (3) years experience in a management/supervisor role with previous progressive experience in an accounting/finance environment.

**Specific Job Components**

The Regional Accounting Services Officer shall perform tasks as assigned by the Manager, Regional Accounting Services. These tasks may vary, from time to time, with the evolution of the organization and may include but not be limited by the following:

- (a) Review and recommend policies and procedures for managing school-based funds;
- (b) Advise principals on the efficient and effective use of allotted budgets and assist schools with accounting procedures and financial reporting;
- (c) Provide training and support to appropriate school staff in school-based accounting operations, Board reports as they relate to the school, and policies with regard to school-based funds;
- (d) Facilitate on-going, constructive, open communication between the Financial Services Department and schools by providing advice and interpretation of Finance reports, policies and procedures, and matters relating to general accounting;
- (e) Conduct audits of school-based accounting operations as required;
- (f) Advise the Manager, Regional Accounting Services, and Controller, Financial Services, of significant concerns at the school level and provide regular written and verbal status reports;
- (g) Receive and review schools' annual financial statements;
- (h) Provide recommendations for the allocation of Board funds to schools in accordance with site-based management initiatives;
- (i) Maintain an in-depth and current knowledge of accounting practices and procedures.
- (j) Assist other Managers within Financial Services as required;
- (k) Other duties as required.

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Director, Financial Services

Date