Halifax
Regional Centre for Education

Job Description #24

Regional Accounting Services Manager
FINANCIAL SERVICES
Halifax Regional Centre for Education

Title

Regional Accounting Services Manager – Financial Services

Scope of Responsibilities

The Regional Accounting Services Manager is responsible for the supervision and leadership of the Regional Accounting Services team and for providing school administrative staff with support and advice regarding financial control procedures, budgeting and financial reporting. The Regional Accounting Services Manager will assist school staff in reviewing monthly expenditures, and provide overall financial assistance in managing budgets. Utilizing advanced technology systems, sound financial modeling applications and audit procedures the Regional Accounting Services Manager will assist in ensuring the most efficient use of the Region's fiscal resources in support of financial goals and objectives. The Regional Accounting Services Manager works within a team environment and reports directly to the Coordinator, Financial Services.

Competencies Required

The Regional Accounting Services Manager shall have the following competencies:

(a) Demonstrated in-depth and current knowledge of auditing, budgeting, and accounting processes and procedures, and school based operations.

(b) The ability to analyze accounting and internal control procedures as well as develop, recommend and implement solutions as appropriate;

(c) The ability to utilize technology at an advanced level including accounting software and the Microsoft Office Suite;

(d) The ability to provide leadership, training and coordination on matters relating to school-based financial operations;

(e) The ability to encourage and promote staff development through coaching, mentoring and technical and/or interpersonal skills training;

(f) Demonstrated commitment to client service;

(g) The ability to work effectively within a team environment;

(h) Strong interpersonal, oral and written communication skills;

(i) Excellent organizational and time management skills as well as the ability to work independently while prioritizing work in order to meet strict deadlines;

(j) The ability to work and communicate effectively within Financial Services and other departments and schools as well as outside agencies and individuals such as provincial departments, Canada Revenue Agency and Benefits carriers;

(k) The ability to maintain and promote confidentiality;

(l) The ability to apply knowledge, experience and commitment in the areas of race relations, cross cultural understanding, human rights and diversity;

(m) The desire and ability to engage in continuing education and professional development.

Qualifications

(a) Canadian Chartered Professional Accountant designation (CPA). Equivalent education/training combined with experience may be considered for candidates pursuing or willing to pursue CPA designation;

(b) Minimum three (3) years experience in a management/supervisory role with previous progressive experience in an accounting/finance environment;

(c) Ability to utilize Microsoft Excel at an advanced level;

(d) Valid driver's license and access to a reliable vehicle is required to travel to schools; and

(e) Experience with SAP and SchoolCash considered an asset.

Specific Job Components

The Regional Accounting Services Manager shall perform tasks as assigned by the Coordinator, Financial 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) Oversee the activities of the Regional Accounting Services team and provide guidance to ensure adherence to policies and procedures and to ensure the required supports to schools are provided in a timely and efficient manner;

(b) Maintain an in-depth and current knowledge of accounting practices and procedures;

(c) Recommend and implement policies and procedures for managing school-based funds;

(d) Advise principals on the efficient and effective use of allotted budgets and assist schools with accounting procedures and financial reporting;

(e) Provide training and support to appropriate school staff relating to school-based accounting operations, the accounting systems (including SchoolCash), interpretation of financial reports and applicable policies and procedures;

(f) Facilitate on-going, constructive, open communication between the Financial Services Department and school administrative staff;

(g) Conduct audits of school-based accounting operations as required;

(h) Work with School Administration and Human Resources staff regarding issues of non-compliance with required policies, including assisting with the development of letters of expectation and discipline as required;

(i) Advise the Coordinator and Director, Financial Services, of significant financial operations concerns at the school level;

(j) Receive and review individual schools' annual financial statements and generate summary information for HRCE year-end financial statements;

(k) Generate the allocation of Regional funds to schools in accordance with the approved formula and annual budget funding;

(l) Facilitate the administrator role for the school-based accounting program (SchoolCash) including the performance of year end procedures;

(m) Other duties as required.