

PLEASE POST

The Eastern Townships School Board is seeking candidates for the following professional position:

FINANCE OFFICER Supernumerary (2 year project)

NATURE OF WORK

The position of finance officer encompasses, in particular, participation in the carrying out of the financial activities of the school board, providing assistance to the management staff of the various administrative units and, in the area of financial management, supervising and coordinating the duties of the team.

CHARACTERISTIC FUNCTIONS

- The finance officer develops, analyzes, evaluates and applies the techniques applicable to accounting, financial and statistical operations.
- He or she analyzes the revenue and expenditure items and reports thereon; he or she gathers and analyzes budgetary requests, participates in determining and reviewing school budgets and proposes any adjustments, if need be.
- He or she develops and applies the standards and procedures pertinent to his or her sector, prepares the forecasts needed to determine the operating costs for schools.
- He or she oversees the budget and accounting operations; he or she monitors the budget and makes a follow-up report.
- He or she prepares and monitors accounting entries, verifies accounting operations (accounts payable, accounts receivable, fixed assets salaries) and takes the necessary actions, if need be.
- He or she is responsible for treasury management.
- He or she takes part in the preparation and production of the monthly, quarterly and annual financial statements and analyses its results.
- He or she designs and develops working, planning and budgetary control tools for the personnel concerned.
- He or she prepares and gives training or information sessions, if need be.
- He or she may be called upon to participate in the development and updating of specific computer programs such as the implementation of the MOZAIK system.

QUALIFICATIONS

A bachelor's degree in Accounting.

OTHER REQUIREMENTS

- Minimum of 3 years experience in accounting, knowledge of accounting principles generally recognized and knowledge of the internal control principles.
- Certified Professional Accountant designation would be an asset
- Ability to work in English and French (written and spoken)
- Priority management and ability to meet deadlines.
- Ability to analyze and synthesize data
- Have access to a vehicle to travel within the Eastern Townships School Board territory.
- Advanced knowledge of Microsoft Office, in particular Excel

ANNUAL BASIC SALARY: In accordance to the Professionals' Collective Agreement: \$24.46 to \$40.98 per hour according to qualifications and experience.

WORK WEEK

35 hours per week

STARTING DATE

JUNE 2019

Applications should be sent, in writing, by 2:00 p.m. on May 15, 2019 to:

hr@etsb.qc.ca

Eastern Townships School Board
340 Saint-Jean-Bosco Magog, QC J1X 1K9
FAX: (819) 868-3821

Only selected candidates will be contacted for interview.

Equal opportunity for all