

## **PLEASE POST**

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

### **ASSISTANT DIRECTOR FINANCIAL SERVICES**

Under the authority of the Assistant director general and director of financial services, the position of Assistant Director of Financial Services entails overseeing the financial services. This position includes the performance of management duties (planning, organization, supervision, control and evaluation) and consists of 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 services of the school board.

The position includes, in particular, responsibility for the coordination and activities pertaining to budget management, financial systems management, preparation and standardization of financial statements, accounting, treasury management and supervision of internal financial controls.

#### **In general, this position includes the following responsibilities:**

- Develop policies and programs and ensure that the administrative procedures relating to the financial resources management of the school board are implemented;
- Prepare the budgetary forecasts and the budget and 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.
- Represent the director of financial services when necessary

#### **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 human, financial, material and information resources of his or her sector or sectors of activity:**

- 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;
- Assume any other responsibility compatible with his or her function that may be assigned to him or her by the immediate supervisor.

**Qualifications:**

- Undergraduate degree in accounting or the equivalent (certifying a minimum three-year university program or hold a senior executive or senior staff position)
- Member of a recognized professional association (CPA) and have experience in the public and para-governmental sectors are important assets.  
Six years of relevant experience
- Bilingual (both oral and written)
- Excellent communication skills
- Leadership qualities
- Excellent technological skills

**Selected candidates may be required to complete an evaluation to be eligible for the position.**

**PLACE OF WORK:** Central Board Office, Magog, QC  
**STARTING DATE:** As soon as possible  
**SALARY:** In accordance with the provisions of the “Regulation Respecting the Conditions of Employment of Management Staff of School Boards” adopted by the Order of the Minister of Education (84 101 \$ to 112 133 \$ class 7)

Please submit your curriculum vitae before October 11, 2023 to:

[hr@etsb.qc.ca](mailto:hr@etsb.qc.ca)

340 rue Saint-Jean-Bosco  
Magog, QC J1X 1K9  
FAX: (819) 868-2286

*We appreciate your interest. Only selected candidates will be contacted.*  
***Interviews will be conducted during the week of October 16, 2023.***

***The Eastern Townships School Board is an equal opportunity employer***