

## JOB DESCRIPTION

**Position:** Coordinator of Financial Services

**Reports to:** Director of Finance, SSRSB, TCRSB, Shared Services Unit

**Employee Group:** Non-Union

### Qualifications:

- Recognized Accounting designation.
- Bachelor of Business Administration or Commerce, or a recognized equivalent.
- Minimum of five years supervisory experience in the Finance field.
- Proficient in Advanced MS Excel.

### Characteristics:

- Self starter, including abilities to design and implement new ideas that may improve performance and efficiencies within the Finance Department and possibly the Boards.
- Excellent time management including ability to meet deadlines and manage multiple priorities.
- Excellent data handling skills utilizing technology.
- Attention to detail and accuracy.

### Role:

Reporting to the Director of Finance, the Coordinator of Financial Services is responsible for the accounts payable, receivable/cash receipts, purchasing and school based funds functions of the Shared Services Finance Department of the South Shore and Tri-County Regional School Boards. Researches and recommends system improvements for the Finance department. Ensures internal control procedures are current and adhered to. Prepares and analyzes budgets with actuals for monthly financial statements.

### Task Dimensions:

Note- Applicable to responsibilities for both South Shore and Tri-County Regional School Boards:

- Provides supervisory services to the Finance department. For example:
  - Supervising Finance Department functions: Accounts Payable and Accounts Receivable/Cash Receipts and Purchasing and School Based Funds. Approves or rejects system and/or procedural changes within the Finance Department after review with Director of Finance.
  - Consulting with the Director of Finance on a minimum weekly basis with regards to Finance Department operations.
  - Performing Finance Department staff performance appraisals, as required by Board policy.
  - Oversees and manages interim and annual audits of the Boards ensuring all deadlines are met.

- Provides reporting services to the Finance department. For example:
  - Preparing the unaudited annual financial statements, all applicable working papers, GSO package and annual salary and expense reports for auditor review and certification for the South Shore and Tri-County Regional School Boards within deadlines.
  - Notifies employees when month end closed from further postings.
  - Preparing monthly Statistic Canada reports, as required.
  - Preparing current and historical reports using Excel/Pivot Tables, as required
  - Maintaining Board BI access and reporting using Excel with query design, as required. Ensuring BI training is current.
  - Preparing annual Board owned vehicles taxable benefit calculations.
  - Responsible for financial management; including cash management and forecasting and planning tools utilized to make financial decisions, as required.
  - Responsible for Trust funds reporting, as required.
  - Responsible for monthly reporting to schools, Board budget managers, contract requirements and DOE reporting, for example, cost center statements, PD Fund quarterly reporting, annual cost reports, etc.
  - Preparing quarterly WCB report, calculations, and payment for sub-contractors for both Boards.
  
- Provides internal control services to the Finance department. For example:
  - Reviewing all departments within Finance on an annual basis, ensuring proper controls are in place, proper accounting procedures are followed, and efficiency is maximized.
  - Reporting to the Director of Finance any procedural and/or system changes in all departments of Finance providing a complete implementation plan with regard to timelines, employee commitment to change and monitoring and evaluation tools. Monitoring, and reviewing all Finance Department system and procedural changes after implementation.
  - Coordinating and providing (if applicable) necessary training programs to facilitate staff changes within the Finance Department. Provides training to staff, as required.
  - Preparing monthly accruals and other journal entries required to complete month-end and year-end procedures for the South Shore Regional School Board. Preparation and posting of all journal entries for the Boards except for those designated to other finance department positions which would be overseen and approved, instead of prepared and posted.
  - Periodically reviewing policies as they relate to the Finance Department, including but not limited to, purchasing policy, staff travel, School Based funds manual and Internal Controls manual.
  - Acting as Board contact for SAP system including setting up of new users with proper role and security access.
  - Maintaining the integrity of the accounting system, including General Ledger maintenance/creation of cost centers, internal orders, Table 4, hierarchies, variants, program 3 digit identifiers, etc. Testing any new applications and gives approval for transport to SAP, as required.
  - Ensuring expenditures are reasonable and have followed appropriate accounting procedures. This includes monitoring all school Board expenditures to ensure they are within approved budget. Also ensuring all revenue and expenditures are in compliance with the financial handbook, GAAP and school board policies and requirements.
  - Reviewing and approving cheque and EFT proposals and registers and detail, on a cheques run basis.
  - Reviewing and signing off as checking all monthly Bank Reconciliations.
  - Maintaining cheque number sequence file for both Canadian and US accounts.

- Analyzing General Ledger postings including those from HR/Payroll System to ensure proper costing postings and performs reallocations as required based on use of Excel pivot tables for analysis of data, on a periodic basis.
  - Reconciling Balance sheet accounts monthly.
  - Designing systems and procedures for tracking of special one time expenditures such as allocation of surplus funds.
  - Approving daily cash receipts as well as posting data.
  - Providing backup for transmitting of EFT files, as required and approved by Director of Finance.
  - Maintaining all aspects of all Trust Funds including opening and closing of trusts, investments, and monthly transaction recording except for monthly interest. Notifying schools of annual scholarship amounts, as indicated by various trust fund guidelines. Notifying families, on an annual basis, trust fund transactions as per audited financial statements.
  - Maintaining all targeted funding supporting documentation and provides reports to managers of those funds, as applicable. This also includes Tech Refresh and FF&E.
  - Participating on hiring teams as required.
  - Participating on Finance and Ops, Administrators meetings and/or Board meeting, as required.
  - Managing vacations and time off, as required.
  - Overseeing Health Spending accounts.
  - Preparing audit and banking tenders or other finance department related tenders, as required
  - Maintaining membership of FMI (Financial Management Institute) and FRUG (Financial Reporting User Group) and any other organizations, as required.
  - Administering Direct Line services for Boards for Bank of Montreal
  - Administering casual and staff fund
  - Overseeing special projects such as implementation of EFT system for expenses, designing two new systems replacing Southwest with the split to South Shore and Tri-County, designing system for invoice approvals, overseeing design and implementation of SchoolCash.net, providing transition services to Tri-County which includes complete retraining while ensuring non-interruption of services, etc.
  - Making presentations, as required, for such meetings as New Administrators inservice or Cost Centre and Reporting inservice with Board Budget Managers.
- Providing administrative services to the Finance department. For example:
    - Banking contact for South Shore and Tri-County Boards for all banking requirements and issues.
    - Liaising with government departments, agencies, and employees where required.
    - Signing authority for monthly HST return claims.
    - Invoice claims for programs, as required, for such programs as French Immersion, French monitor program, and Official Minority Language.
    - Annually reviewing and drafting updates to Board Finance Policies.
    - Attending all Audit Committee meetings for South Shore and Tri-County.
    - Acting as liaison for such items as SAP, Human Resources and Finance, SAP upgrade projects including PHASE 2.
- Complies with Occupational Health and Safety Act and Regulations.
  - Performs other related duties as required.