



SBCI

School Boards' Co-operative Inc.

Senior Manager of Finance

Organization:

For Ontario school boards that wish to improve efficiencies, decrease their costs, and mitigate the negative impacts of absenteeism, SBCI – a member-owned not-for-profit co-operative – provides expert actuarial, attendance, health and safety, and workers' compensation consulting services. Through our industry-leading knowledge and collaborative approach, we work to make schools safer, healthier, and more productive.

We are currently seeking a qualified candidate to fill a full-time permanent Senior Manager of Finance role in our Finance Department.

This is a full-time permanent position, 5 days per week, 7 hours per day. Hybrid and remote work opportunities available.

Position Summary:

Reporting to the Chief Executive Officer, the Senior Manager of Finance is responsible for all aspects of SBCI's accounting and financial reporting. The Senior Manager of Finance will be expected to drive continuous improvement within the department and the organization through standardizing the processes and streamlining team accountabilities while ensuring operating needs are met. The position will also be responsible for strategic planning and development of organizational budget.

Key Responsibilities:

Financial Accounting and Reporting

- Oversees the preparation of the quarterly and year-end financial reports and ensure compliance with Generally Accepted Accounting Principles.
- Develops relevant policies, procedures, controls and financial strategies to ensure integrity and accuracy of financial data, and compliance with internal financial and accounting policies and procedures.
- Maintain and Oversee accounts payables, receivables, journal entries, general ledger, and bank reconciliations

- Ensure all purchasing of goods and services is compliant with relevant government regulations, particularly with the Broader Public Sector Accountability Act
- Ensure that all statutory requirements of the organization are met including withholding payments, income tax, good and services tax, WCB and employee benefits.
- Work directly with the company's external auditors; Organize, prepare, and lead the year-end audit (conducted annually in March)
- Reconciles bank and investment accounts
- Financial reporting to the Executive Team and the Finance and Audit Committee
- Manage the cash flow and build financial models to forecast financial numbers and aid with decision making
- Drive process improvement and efficiency within the Finance Department
- Attend Board of Directors and Standing Committee meetings when required.

Budget Preparation:

- Establishes guidelines for budget and forecast preparation
- Lead and prepares annual budget in consultation with management

Risk Management

- Participate/Collaborates in the development, implementation and monitoring of the organization's risk management plan
- Supports organizational needs through review of contracts and other agreements, including service agreements
- Ensures insurance is maintained at the appropriate level for the organization

Finance Office Administration:

- Lead and manage the finance team, providing mentorship, guidance, and performance evaluations
- Other duties as assigned or required

Key Skills and Experience:

- Minimum post-secondary University Degree in Business Administration or Finance
- Professional Accounting Designation (CPA required).
- 5-8 years of experience in a financial accounting environment
- Experience using Sage 300 ERP (or equivalent) is an asset
- Experience in financial reporting, analysis and process controls
- Ability to examine financial and legal documents to verify accuracy and adherence to financial regulations and acceptable financial principles

- Excellent proficiency in Microsoft Office suite, specifically with Excel (vlookup, IF statements, Pivot tables etc.)
- Flexibility and desire to learn new and varied aspects of the whole organization
- Project management skills
- Knowledge of Enterprise Risk Management (ERM), would be an asset
- Ability to analyze transactions and record the appropriate journal entries is critical
- Takes ownership of duties, working autonomously and with internal stakeholders
- Attention to detail and accuracy is a must have
- High degree of discretion and confidentiality
- Strong communications skills, written and verbal
- Fluent in English required; Bilingual (English/French would be considered an asset)

Candidates are welcome to apply by submitting a cover letter and resume by e-mail to careers@sbc.org.

This position will be open until filled.

The annual salary range for this position is \$118,450-\$139,376 – **Under Review**

We offer our employees:

- Competitive compensation and benefits package
- OMERS pension plan (matched by employer)
- An inclusive, team-oriented culture
- Team, group and organization-wide activities (virtual and in-person)
- Flexible hybrid work with home office/remote work opportunities available
- Reduced summer work hours
- Continued professional development opportunities and tuition assistance.
- Peer-to-peer Recognition Program
- Free onsite parking at the office
- Wellness programming
- Employee Assistance (and Family) Programs (EAP/EAFP)
- Physical activity tracker program and challenges
- Paid time off (Vacation, Sick, Personal days, and bereavement)

Aspects of the interview process will be completed virtually.

SBCI is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment. Reasonable accommodations are available upon request for all candidates taking part in all aspects of the recruitment and selection process.