

# Leaders

INTERNATIONAL

---

Executive Search

VANCOUVER

EDMONTON

CALGARY

SASKATOON

WINNIPEG

TORONTO

OTTAWA

MONTREAL



Calgary Board  
of Education

## Opportunity Profile

Manager, Corporate Planning and Reporting

Location: Calgary



## About Calgary Board of Education

<https://www.cbe.ab.ca>

### Our District

We are one school system educating more than 142,000 students in over 250 schools. More than 16,000 employees work together to provide learning as unique as every student. Our work is guided by the Education Plan which connects each CBE employee to student success. We must create an environment where each student can become an engaged learner, prepared for success in life, work and future learning. **We're all committed to success for every student.**

### Our Mission

Each student, in keeping with their individual abilities and gifts, will complete high school with a foundation of learning necessary to thrive in life, work and continued learning.

### Our Values

- Students come first.
- Learning is our central purpose.
- Public education serves the common good.

## The Opportunity

Calgary Board of Education is seeking a strategic finance professional with strong financial acumen to lead the Corporate Planning and Reporting team. As a key member of the Corporate Finance management team, the Manager Corporate Planning and Reporting contributed to decision making, planning, establishment of goals and objectives and overall coordination of the department.

Reporting to the Director of Finance, the Manager, Corporate Planning and Reporting plans, organizes and administers the operations of Corporate Planning and Reporting ensuring coordination in fulfilling departmental objectives within the framework of the Calgary Board of Education's Statement of Purpose, Three-Year Education Plan, Ends Policies, Executive Limitations and other directions as determined by the Board of Trustees and/or senior administration.

In conjunction with the Director of Finance, the Manager, Corporate Planning and Reporting oversees the preparation of budget proposals and budget documents, and reviews and directs the analysis of budget submissions. They are also responsible for the preparation and completion of the interim (March 31) and annual (August 31) Government Reporting Entity (GRE) consolidated financial report packages requested by Alberta Education for consolidation purposes.



Leading a team of 11, including three Supervisors as direct reports, the Manager provides support to senior administrators within the Board and maintains effective relationships with funding agencies and other stakeholders that deal with the CBE.

## Responsibilities

- Providing advice and direction to other service units and departments to ensure effective, efficient and timely preparation of the CBE operating and board-funded capital budgets.
- Ensuring that annual, quarterly and other periodic financial reports to the CBE's various financial stakeholders are concise, meaningful and produced in accordance with established timelines.
- Ensuring that all financial statements and note disclosure comply with GAAP and legislative requirements.
- Ensuring that the CBE is properly positioned to comply with new and proposed changes to accounting and reporting pronouncements and that the impacts of such changes are known and communicated.
- Developing and continuously improving budgeting, external reporting and corporate reporting practices and procedures.
- Overseeing the asset management and tracking system to ensure proper amortization recording and reporting.
- Preparing or directing the preparation of detailed budget to actual variance analyses.
- Identifying and requesting relevant information from operating and administrative departments.
- Monitoring and analyzing explanations for budget variances. Reporting on a regular basis to senior administration and the Board of Trustees summaries of the most significant variances, together with forecasts of year-end financial results.
- Identifying potential budgeting issues that may affect the organization and its employees and for developing strategies to mitigate any risk or liability to the organization in proactive manner.
- Continually improving the services provided by Corporate Planning and Reporting and focusing on user needs.
- Providing proactive leadership to the Corporate Planning and Reporting staff, and to Corporate Finance staff while working effectively within a team environment to contribute and influence organizational change and continuous improvement to ensure organizational success.
- Facilitating effective internal and external communications.
- Leveraging technology to support budgeting and corporate reporting functions and capabilities; and
- Modeling and extending best practices in accounting, financial management and reporting.

## Qualifications

### Education and Experience:

- Bachelor's degree plus a professional CPA accounting designation is required.
- Minimum of 10 years professional experience with a minimum of five years in a supervisory capacity.
- Familiarity with the use of large, complex computerized financial and other information systems.



- Current knowledge of pertinent sections of Government legislation relating to accounting procedures, including taxation and payroll costing, and up -to-date knowledge of accounting standards.
- Experience in the public sector is an asset.
- Familiarity and knowledge of Hyperion budgeting software and Oracle financials is an asset.

**Demonstrated Skills and Competencies:**

- Must be able to effectively provide leadership and direction to a work unit and foster and promote cooperative teamwork with high levels of service-oriented performance.
- Expertise in building capacity and leading teams combined with the ability to achieve consensus when appropriate. Coaching and facilitation skills.
- Analytical skills, critical thinking skills, conceptual thinking skills and problem identification skills combined with the ability to think systemically and globally.
- Strong verbal and written communication skills combined with effective presentation skills.
- Strong interpersonal skills and an exceptional customer service orientation combined with the ability to create positive relationships, establish rapport and influence various interest groups and stakeholders.
- Ability to be sensitive, provide guidance and be responsive to the needs of the organization, as well as to a diverse population of employees, peers, management and union representatives.
- Strong time management and organization skills combined with the ability to effectively prioritize and demonstrate flexibility.
- Ability to create positive relationships, to establish rapport and work effectively within the Corporate Financial Services team.
- Comfort with ambiguity and openness to change.
- Reliability, integrity and dependability.
- Ability to work effectively in a team-orientated work setting of high-volume workloads with multiple, tight and demanding timelines.
- Ability to interact with employees with tact and diplomacy with an emphasis on maintaining strict confidence.

## Express Your Enthusiasm

Email a cover letter and tailored resume to [calgary@leadersinternational.com](mailto:calgary@leadersinternational.com) to the attention of **Shalini Bhatt** or **Heather Fookes** indicating the job title in the subject line of the email.

**Leaders International Executive Search**

[www.leadersinternational.com](http://www.leadersinternational.com)