



OPPORTUNITY PROFILE

Manager, Finance

ABOUT THE ALBERTA SCHOOL BOARDS ASSOCIATION

WWW.ASBA.AB.CA

ASBA supports Alberta's 61 locally elected public, separate and francophone school boards. As a supportive, province-wide association, ASBA brings the different voices of Alberta's school boards together, and advocates on behalf of its membership.

Our Mission - To promote and serve member boards in supporting student success.

Our Vision - Inspiring exceptional public, separate and francophone school board governance.

Our Values

The Alberta School Boards Association (ASBA) values:

- Accountability and Transparency
- Collaboration
- Diversity (embrace, reflect & respect)
- Integrity

ASBA's work is informed by these core values as well as the following priorities:

To **empower** school boards to govern in support of the diverse educational needs of all students

- Customizable services are accessible to all school boards to adapt to their local needs
- Quality services are developed.

To promote the **value and credibility** of member boards and the ASBA

- Increased awareness and profile of locally elected Boards and the Association.

To have **influence** in all decisions related to education in Alberta

- Locally elected school boards and ASBA will be the identified leaders on all educational matters
- Strong relationships are maintained with all stakeholders

To operate in a **fiscally sound** manner

- Culture of transparency is promoted
- Financial information will continue to be made available to members

THE OPPORTUNITY

Reporting to the Chief Advisor, the Manager of Finance is primarily responsible for managing the Association's financial, banking operations and investments. In addition, the Manager provides support for human resource advice and services to the executive leadership team members. The Manager maintains human resource policies, programs and processes to support an engaged and productive workforce.

KEY ROLES & RESPONSIBILITIES

Budgeting

- Develops and maintains an efficient budgeting system
- Leads the preparation of the annual operating budget utilizing a participatory process that involves all senior leadership team

- Leads the planning and presentation of budget proposals to Board of Directors, member boards and stakeholders as required
- Coordinates the preparation of quarterly budget monitoring and variance reports for review by senior leadership committee and the Board of Directors
- Prepares budget assumptions for the Audit & Risk Management Committee for discussion and approval, and to the Board of Directors for approval
- Prepares the final draft budget for Board of Directors approval and presentation to the members
- Prepares the annual budget presentation for zones and members. Works with the Chief Advisor and Chief Executive Officer to prepare for presentations at zones and the Spring General Meeting.
- Prepares membership fee schedule based on approved budget

Financial Services and Reporting

- Develops and implements financial policies and accounting internal controls and procedures, to ensure the financial activities of the Association are handled in a prudent business manner
- Ensures final year-end statements and supporting documentation are prepared according to accepted accounting standards
- Ensures quarterly and annual financial statements are prepared according to accepted accounting standards
- Leads all year-end audit activities, including preparing audit responses, presenting audited financial statement to the Board of Directors
- Prepares and presents year-end financial statements with variance analysis, to the senior leadership team and Board of Directors
- Leads contractor fee-for-service administration, reconciliation, and reporting.
- Collects membership fees from either member boards or the provincial government
- Prepares monthly GST payments and reviews monthly CRA remittances prepared by third party ADP
- Manages the expense reimbursement policy and process, including cheque production. Ensures financial signing authorities are in place and appropriate
- Leads accounting services functions of receipt of revenue, preparation of deposits, collection and batching of invoices for processing, reconciliations, vendor filing and financial report filing
- Consults with senior leadership team to provide financial analysis and advice on retained services fee structure to ensure the Association's fee for service offerings are fiscally sound and sustainable
- Prepares and submits required financial reporting for grants
- Enters all journal entries, completes bank reconciliation and any other related fiscal entries into QuickBooks

Payroll and Benefits

- Negotiates and manages the annual vendor contracts to provide payroll. Ensures performance metrics and service levels are detailed in contracts.
- Manages vendor's performance for delivery of service as per contracts
- Acts as the primary contact to the vendor on all matters relating to the execution of the contracts

- Leads staff payroll processes, enters or reviews monthly payroll, processes payroll adjustments, approves all T4, T4A and T4aNR reporting
- Develops systems to record and report on vacation, overtime and time credit entitlements
- Provides regular reporting of benefit entitlements as required by senior leadership team

Pension Administration & Governance

- Maintains the Association's Local Authorities Pension Plan (LAPP) pension related information and compiles annual reporting requirements under the LAPP. Ensures annual audit requirements are met.
- Completes pension adjustment calculations for T4 reporting for all staff
- Administers LAPP enrolments, terminations, employee profile changes and year-end reconciliations

Banking and Investments

- Maintains all banking arrangements for the Association
- Supervises the receipt and depositing of all revenues
- Recommends investment vehicles and investment terms which will maximize return for the Association and will comply with its investment policies

ASBA Supplemental Integrated Pension Plan (SiPP)

- Completes annual budget and ensures accuracy of expenses reported under the Plan
- Leads all year-end audit activities
- Ensures all regulatory reporting is completed within required guidelines

Leadership

- Manages financial resources soundly to meet strategic plan objectives
- Attends Board of Directors meetings as required.
- Conducts special projects as required
- Ensures financial services meet the expectation of senior leadership team
- Provides supervision, strategic direction, and development of the fund research department
- Coaches and mentors incoming interns and finance assistant and oversees activities carried out in the finance and fund research departments
- Provides professional development opportunities to Board of Directors, Committee members and staff

Human Resource Services

- Develops, implements and maintains best practice human resource policies and assists in recruitment practices
- Coordinates the development, maintenance and administration of the Human Resource Management System tool developed internally by ASBA
- Partners with executive leadership in selecting candidates and creating the offer of employment
- Coordinates external search resources

- Provides advice and support to executive leadership on interpretation and administration of human resource policies and relevant employment legislation
- Provides advice to executive leadership on grade/classification of positions

Policies and Programs

- Develops, implements and maintains human resource programs that support employee engagement, recognition, safety and wellness

Human Resource Operations

- Supports executive leadership in the job evaluation process for new and existing positions
- Supports executive leadership in the compensation review process
- Ensures that staff records and files, position files and competition files are maintained according to legislation and records retention schedule
- Supports executive leadership in staff hiring and termination paperwork and processes related to pay and benefits
- Provides Association Orientation for new hires, partnering with leaders to ensure leader completes onboarding activities directly with new hire
- Maintains and develops the internal human resource management system

Zone Coordination

- Coordinates and oversees the financial transactions for specific geographical zones
- Ensures that financial reporting, internal controls, budgeting and reviews are completed in accordance with best practices

Operations

- Coordinates activities related to lease with property manager and partners
- Coordinates renovations activities with property manager and contractor

Other Duties

- The Manager may be assigned other duties

THE PERSON

QUALIFICATIONS & EDUCATION REQUIREMENTS

- A professional accounting designation (CA / CPA)
- Four or more years experience in financial administration
- Experience working with governance boards or not for profit is an asset
- Experience with budget preparation, monitoring and leading provision of accounting services
- Exceptional communication
- Experience providing consultative advice to Executive Committees or Boards is an asset

KNOWLEDGE, SKILLS & ATTRIBUTES

Leadership Skills: Is proactive and demonstrates a positive attitude in the face of opposition and/or criticism. A skilled leader of people. Leads with a strong sense of service and commitment to the goals and objectives of the organization. Able to determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.

Team Player: Has the ability to establish and maintain effective and positive relationships with internal and external stakeholders. A coach and mentor to others - supportive of the growth and development of staff and creates and manages a cohesive team. Works well independently yet part of a senior management team. Collaborative and cooperative.

Interpersonal and Communication Skills: Has outstanding communication and interpersonal skills combined with a results-oriented business approach.

Technical Competency: Is an excellent technical and strategic accountant who pays proper attention to detail and can communicate with non-financial managers and executives. Has the capacity for thinking analytically and evaluating complex business and accounting issues. Assesses problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations to/or solve the problem.

Process Orientation: Understands the big picture perspective while recognizing the value of strong and consistent internal processes. Can evaluate and assess processes from a value-added perspective and suggests improvements. Sets priorities, develops a work schedule, monitors progress, and tracks details, data, information and activities.

Pragmatic Decision Maker: Recognizes and integrates business priorities and changes in approach. Shows common sense and intuitive judgment and makes sound decisions in the best interest of the organization.

Personal Attributes: Seeks to stay current and be on the leading edge in their field. Understands organizational challenges and is a “progressive idea person” committed to excellence and innovation in the workplace. Self-motivated and encourages others to achieve personal excellence.

Professionalism and Integrity: Is a respected, innovative financial professional with excellent problem-solving skills and a strong orientation to customer service. Has an honest, straightforward manner. Possesses high ethical standards and an uncompromising sense of integrity.

COMPENSATION

A competitive compensation package will be provided including an attractive base salary and excellent benefits. Further details will be discussed in a personal interview.

TO APPLY

For more details or to further explore this important strategic leadership opportunity, please contact:

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To apply, please submit a Cover Letter and Resume directly to edmonton@leadersinternational.com outlining your interest, qualifications and experience.