



CALGARY CATHOLIC SCHOOL DISTRICT

OPPORTUNITY PROFILE

Manager, Financial Reporting & Capital



About Calgary Catholic School District

The Calgary Catholic School District (CCSD) is the largest Catholic school district in Alberta, serving approximately 64,000 students in 120 schools located in Calgary, Airdrie, Cochrane, Chestermere and Rocky View County. The CCSD educates and empowers students from kindergarten to Grade 12 through our mission and vision of "Living and Learning in our Catholic Faith, so that students, centred in Christ, realize their full potential."

All members of our community are sacred and must be treated with dignity and respect. We value excellence in Catholic education, guided by shared responsibility and the moral authority of the Church. To learn more about Calgary Catholic School District, visit: www.cssd.ab.ca

The Role: Manager, Financial Reporting & Capital

The Manager, Financial Reporting & Capital is a senior technical role responsible for the integrity and accuracy of the district's financial reporting function. Core accountabilities include the preparation and oversight of year-end financial statement working papers, Government Reporting Entity (GRE) consolidation reporting, and a range of ad hoc reporting requirements driven by Alberta Education and Childcare, internal stakeholders, and audit timelines. Reporting to the Director, Financial Reporting & Assurance, the Manager provides day-to-day leadership to a team of three — the Capital Accountants and the Senior Accountant — setting priorities, reviewing work, and supporting professional development.

This is a working manager role that demands both technical depth and operational execution. The scope is high-volume and deadline-intensive, with reporting cycles governed by government-mandated timelines that leave limited room for error or delay. The Manager must be equally comfortable rolling up their sleeves on complex reconciliations and leading the team through peak periods. A hallmark of success in this role is sound independent judgment — particularly in capital accounting, where transactions frequently involve interpretation, estimation, and the application of professional standards to situations that are not always clear-cut. Candidates who thrive here bring strong PSAB fluency, a bias toward accountability, and the composure to work with precision under pressure.

Key Accountabilities

- Lead year-end financial statements, note disclosures, and audit process, working closely with external auditors (BDO) and the Director, Financial Reporting & Assurance
- Manage all government reporting obligations, including monthly Alberta Education and Childcare reporting, GRE fiscal year-end, and the annual Charity Return
- Oversee capital project accounting and reporting — new schools, portables, and renovations/modernizations — ensuring compliance with Alberta Education and Childcare



funding guidelines and exercising sound professional judgment in complex, grey-area situations

- Provide leadership, review, and development to a team of three designated CPAs (Capital Accountants and Sr. Accountant – General Ledger)
- Develop and maintain reporting templates, internal controls, and procedures that underpin the district's financial reporting function
- Advise on GST matters related to capital transactions and support ad hoc reporting requests from internal departments and the Construction & Maintenance team

The Person

- Degree in accounting; CPA designation with 6-9 years of progressive experience ideally from a school board, K-12/post-secondary or other complex public sector organizations (municipal, government, or health)
- Deep technical expertise in financial reporting and capital accounting. Familiar with Public Sector Accounting Standards (PSAS)
- Comfortable working in complex, integrated financial systems. Advanced proficiency in Excel. PeopleSoft experience is an asset
- Thrive in a high-volume environment with the ability to meet competing deadlines. Excellent organization, communication, interpersonal and analytical skills

Express Your Interest

Email a convincing cover letter and a tailored resume to Shalini Bhatti or Chelsey Howarth at apply@leadersinternational.com, including the job title in the subject line of the email.

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