

**Director of Financial Services**

**Job Code**

3969673

**Grande Yellowhead Public School Division**

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Grande Yellowhead Public School Division is accepting applicants for the position of:

**Director of Financial Services**

**Location:** Educational Services Centre, Edson- Alberta, **Education Service Centre**

*This role may be eligible for a hybrid work arrangement, subject to operational requirements and business needs.*

**Start Date:** Duties to commence as soon as mutually agreeable

**Hours of Work:** 1.0 FTE, Full-Time. 37.5 Hours per week Monday- Friday.

**Annual Salary:** \$120,000 to \$130,000 The salary is commensurate with experience and qualifications, and may be negotiable.

**Background**

The **Director of Financial Services** is a strategic leader who works in close collaboration with the Secretary-Treasurer and is an integral part of the senior administrative team.

This role is responsible for effective resource stewardship, financial management, and fiscal accountability, overseeing the financial operations including budgeting, accounting, forecasting, and financial reporting. Supporting the Superintendent and upholding the Divisions vision, the Director of Financial Services is responsible for ensuring financial compliance across all departments and schools.

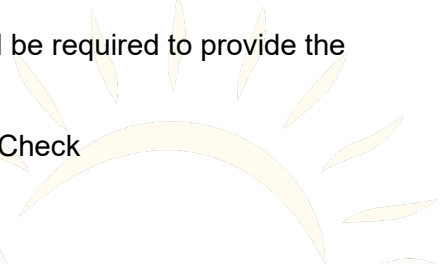
The ideal candidate will be a visionary leader with a proven track record of driving financial stability and growth while ensuring all functions align with the School Board's mission and strategic direction.

**Application**

The competition will remain open until suitable candidate found. Please submit a cover letter and resume and a copy of relevant educational qualifications/certifications to [hrrsupport@gypsd.ca](mailto:hrrsupport@gypsd.ca). Resume must highlight professional qualifications, relevant training and experience, and three current references that provide permission to contact.

In accordance with Board Policy, the successful applicant will be required to provide the following:

- Current RCMP Vulnerable Sector Check
- Current Alberta Government Child Intervention Record Check



## **Role and Responsibilities**

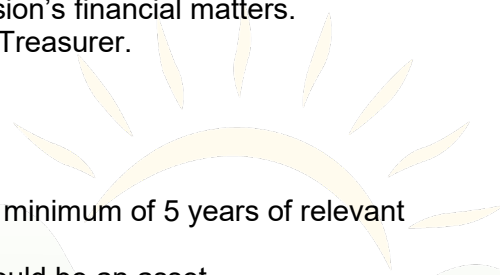
The successful candidate will:

- In collaboration with the Secretary Treasurer, be responsible for Financial Services Management, including financial reporting, budgeting and financial operations of the Division.
- Answers inquiries from schools and other departments regarding their financial reports;
- Approve or prepares journal entries as required.
- Assist the Secretary Treasurer with the internal and external audit process.
- Assist the Secretary Treasurer in the preparation of a quarterly statement of revenues and expenditures for the Division.
- Assist the Secretary Treasurer in the preparation of the annual financial statements and the coordination of the annual audit.
- Participate in the planning, development, implementation and evaluation of Board policies and administrative procedures related to Financial Services.
- Have general responsibility for the day-to-day supervision of Financial Services and Payroll staff.
- Collaborate in setting and implementing strategic and business objectives of the school and ensure a high level of fiscal responsibility and ethics, appropriate internal cost controls, and timely reporting for effective decision-making.
- Ensure compliance to all applicable government and agency codes, regulations, bylaws and relevant school policies and procedures.
- Assist payroll; ensure compliance in payroll processing transactions.
- Ensure staff receive adequate training, guidance and support, including coaching and mentoring, to achieve business objectives.
- Ensure accurate and timely external reporting to governments, agencies, grantors and accreditors, including Canadian Accredited Independent Schools (CAIS), Ministry of Education, Ministry of Children and Family Development, Canada Revenue Agency (CRA), CRA Charities Directorate, and all levels of government, as required.
- Maintain the division's systems of internal control, to ensure that financial information is reliable and accurate, financial transactions comply with division policy, financial operations are efficient, and assets of the district are safeguarded.
- Responsible for the operation of financial reporting to schools and departments, to ensure that appropriate information systems are in place to maximize operational efficiency.
- Responsible for the preparation of regular financial reports for the senior management team and identifies matters that have significant financial or operation implications.
- Liaises with and works in cooperation with the senior management team, Principals and Vice-Principals, and employees in other departments and schools.
- Liaises with other school divisions as needed, the Ministry of Education, bankers and other public bodies and external auditors on division's financial matters.
- Handle other duties as assigned by the Secretary-Treasurer.

## **Requirements**

The successful candidate will:

- Possess a Bachelor's degree of Commerce with a minimum of 5 years of relevant experience.  
Certified Professional Accountant designation would be an asset.



- Strong knowledge of generally accepted accounting standards, financial best practices, principles, internal controls, financial regulatory, compliance and taxation requirements.
- Possess excellent interpersonal skills with demonstrated ability to build, establish and maintain collaborative, service-oriented relationships with all stakeholders.
- Strong communications, problem-solving and time management skills with a proven ability to meet deadlines and achieve high standards of service and performance.
- High degree of integrity and the ability to ensure confidentiality with sensitive information.
- At least five years of increasingly responsible professional accounting, budgeting, auditing, or analysis, including two years in a supervisory capacity.
- Knowledge in Public Sector Accounting Standards would be an asset.

## **The Schools**

Please visit <http://www.gypsd.ca> for more information about our schools.

## **The Division**

Grande Yellowhead Public School Division (GYPSD) stretches from Jasper National Park, east to Evansburg, south of Cadomin, and northwest to Grande Cache. The jurisdiction includes 17 schools, 5 Learning Connection Centres, approximately 5000 students and 600 staff. The Division is governed by seven elected Trustees.

The Board's four priorities are:

- Student Learning
- Teacher, Support Staff, and Leader Excellence
- Community Engagement
- System Health and Wellness

