



Lakeland Catholic School Division

Christ Our **Model**. Children Our **Focus**.

Lakeland Catholic School Division

is accepting applications for

Coordinator of Financial Services

Full-Time Position - 35 hours/week

Position:

12 month out-of-scope contract position.

Overview:

The Lakeland Catholic School Division provides a stable and rewarding, faith-filled work environment. This is an exciting opportunity for a team player to join our dynamic team to improve quality, efficiency, and effectiveness, both at the school level and at Division Office.

Duties:

Reporting to the Secretary-Treasurer, duties will include but are not limited to:

- Complete all monthly bank reconciliations and journal entries and provide to Secretary-Treasurer for review and approval.
- Assist with month-end processes in coordination with accounts payable, accounts receivable, and payroll as directed by the Secretary-Treasurer when required.
- Manage and maintain capital asset listing and monthly amortization processing.
- Assist with the identification and implementation of internal controls both at the Division-level and school-level, as required.
- Evaluate general accounting training needs of school support staff and design training solutions to address and streamline those needs in a uniform fashion.
- Provide ongoing support to Division office staff for Division-based accounting, by budget-centre, as required or directed.
- Review all monthly "School Generated Funds" (SGF) reports submitted to Division office to ensure reports are timely, accurate and prepared according to established practices.
- Oversees payroll; ensures compliance in payroll processing transactions.
- Assist with preparation of the annual audited financial statement for the Division and cooperate with the external auditors as required. Provide sufficient guidance/assistance to school financial staff to allow them to understand the underlying concepts and the steps required in completing the year-end SGF reports for the annual Division audit.
- Perform all accounting duties necessary in the recording, reporting, and claiming of GST and other taxes, as applicable to the Division.
- Handle other duties as assigned by the Secretary-Treasurer

Qualifications and Requirements:

- Commitment to quality Christ-centered education values and beliefs.
- Successful completion of a post-secondary accounting or finance diploma or equivalent experience in a similar setting.
- Certified Professional Accounting (CPA) designation would be an asset.
- Strong knowledge of generally accepted accounting standards, financial best practices, principles, internal controls, financial regulatory, compliance and taxation requirements.
- Experience in development of audit procedures and effective systems of internal control.
- Experience in development and training of financial concepts.
- 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.
- Proficiency with MS Office (above average Excel), Adobe Acrobat, Windows and Macintosh operating systems, SRB/Atrieve.

The Lakeland Roman Catholic Separate School Division offers competitive compensation, including a comprehensive benefit package. Interested candidates are asked to provide a cover letter, resume, and the names and contact information of two references to:

Chantel Axani

Deputy Superintendent, Human Resources

Lakeland Catholic School Division

4810 - 46 Street, Bonnyville, AB

Phone: (780) 826-3764

Email : caxani@lrcssd.ca

We thank all applicants for their interest. Only those shortlisted for an interview will be contacted.

This position will remain open until a suitable candidate is found



Apply Today!
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