**Chief Financial Officer**

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| **Portfolio:** | Administration |
| **Reports Directly to:** | Director of Education |
| **Reports Indirectly to:** | Board of Education |
| **Direct Reports:** | Technology Supervisor, Facility Manager, Accounting Manager, Payroll Supervisor, Transportation Manager |
| **Department/Location:** | Good Spirit Education Complex – Yorkton, SK |
| **Salary Range:** | Superintendent Grid – 5 steps |
| **Last Updated:** | August 2023 |

**Profile**

Guided by Good Spirit School Division’s foundational statements, the Chief Financial Officer (CFO) is *an inspirational leader* and an integral part of the Administrative Council and senior leadership team. The CFO must demonstrate high competencies and exemplary behavior in the areas of Student Welfare, Educational Leadership, Fiscal Responsibility, Personnel Management, Policy and Administrative Procedures, Relations, Strategic Planning and Reporting, Organizational Management, Communications and Community Relations and Leadership Practices. Leadership will be provided to Administrative Council, Corporate Services, and GSEC employees. Areas of assigned responsibility include: budget, accounting, payroll, facilities, transportation, records management, insurance and LA FOIP.

This position will be a strategic thinker responsible for supporting the Director of Education in leading all aspects of GSSD on both the corporate and education side to develop strategies and process linked to the Strategic Plan; to develop strategies and processes to build strong employee relationships promoting a healthy, productive and engaged work environment aligned with the Division’s Mission, Vision and Values. The CFO assists the Director of Education in fulfilling the general and specific aspects of their work as defined in the Education Act and Board Policy and will represent the Division in an ethical, positive and professional manner. This position works toward the strategic priorities of the school division.

The Chief Financial Officer is assigned the following specific areas of responsibilities:

1. **Student Welfare**

Role Expectations:

RE 1.1 Provide facilities that safely and adequately accommodate Division students.

RE 1.2 Ensure student transportation is provided with due regard for Safety, Reasonable Access to Educational Opportunities, Fiscal Responsibility, Efficiencies of Time.

Quality Indicators relative to student well-being:

QI 1.1 Regular actions are taken to ensure busses and facilities are safe and healthy.

QI 1.2 Provides an analysis of incident reports related to student injuries and insurance claims.

QI 1.3 Utilizes performance metrics for the purpose of monitoring and evaluating operational performance.

1. **Fiscal Responsibility**

Role Expectations:

RE 2.1 Ensures the fiscal management of the Division is in accordance with the terms or conditions of any funding received by the Board.

RE 2.2 Ensures the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures.

RE 2.3 Ensures insurance coverage is in place to adequately protect assets, indemnify liabilities and provide for reasonable risk management.

Quality Indicators relative to fiscal responsibility:

QI 2.1 Generally accepted accounting practices are being followed.

QI 2.2 Adequate internal financial controls exist and are being followed.

QI 2.3 All collective agreements and contracts are being administered and interpreted so staff and contracted personnel are being paid appropriately and appropriate deductions are being made.

QI 2.4 Internal audits of school based funds are conducted in a timely manner.

QI 2.5 The Board is informed annually about incurred liabilities and immediately regarding pending litigation.

QI 2.6 Reviews expenditures to ensure continuous improvement in terms of value for money.

QI 2.7 Remediate deficiencies identified in the audit report and management letter in a timely manner and prepare a follow up report that documents the status of deficiencies and remediation efforts.

1. **Personnel Management**

Role Expectations:

RE 3.1 Has overall authority and responsibility for all personnel-related issues, save and except: the development of mandates for collective bargaining and those personnel matters precluded by legislation, collective agreements, or Board policy.

RE 3.2 Staff the Division with the best personnel available to ensure the greatest possible success for every student.

RE 3.3 Ensures effective evaluation and supervisory processes are developed and implemented to provide for growth and accountability

Quality Indicators relative to personnel management:

QI 3.1 Quality recruitment, orientation, staff development, disciplinary, evaluation and supervisor processes are developed and effectively implemented.

QI 3.2 The Chief Financial Officer models a commitment to personal and professional growth.

QI 3.3 The Chief Financial Officer ensures required training and compliance relative to OHS.

QI 3.4 The Chief Financial Officer models high ethical standards of conduct.

QI 3.5 The Chief Financial Officer implements assigned personnel related administrative procedures (section 400 of the AP manual).

1. **Policy and Administrative Procedures**

Role Expectations:

RE 4.1 Implements relevant Board policy and assigned administrative procedures with integrity in a timely fashion.

Quality Indicators relative to policy role:

QI 4.1 The Chief Financial Officer ensures relevant policy is adhered to and governance related support is provided to the Board.

QI 4.2 The Chief Financial Officer demonstrates a knowledge of and respect for the role of the Board in policy processes.

QI 4.3 The Chief Financial Officer provides administrative services including policy research services required by the Board.

QI 4.4 The Chief Financial Officer makes timely recommendations to the Director regarding administrative procedures in areas of assigned responsibility.

QI 4.5 The Chief Financial Officer ensures administrative procedures are in compliance with the intent of Board Policy and are kept current.

1. **Chief Financial Officer / Director Relations**

Role Expectations:

RE 5.1 Establishes and maintains positive, professional working relations with the Director and Board.

RE 5.2 Assist the Director in facilitating the implementation of the Board’s roles and responsibilities as defined in Board policy.

RE 5.3 Assist the Director in providing the information which the Board requires to perform its role.

Quality Indicators relative to Chief Financial Officer/Director relations:

QI 5.1 Board agendas and the Director’s reports are prepared and distributed to trustees in sufficient time to allow for appropriate trustee preparation for the meeting.

QI 5.2 The Chief Financial Officer keeps the Director informed about Division operations within areas of assigned responsibility.

QI 5.3 The Chief Financial Officer ensures agenda items provide balanced, sufficient, concise information and clear recommendations for action items in agendas.

QI 5.4 The Chief Financial Officer interacts with the Director in an open, honest, pro-active and professional manner.

QI 5.5 The Chief Financial Officer ensures high quality management services are provided to the Board.

QI 5.6 The Chief Financial Officer implements Director directions with integrity in a timely fashion.

QI 5.7 The Chief Financial Officer makes recommendations to the Director regarding potential value added Board involvement.

QI 5.8 The Chief Financial Officer contributes positively to the effectiveness of Administrative Council and Education Council meetings.

1. **Strategic Planning & Reporting**

Role Expectations:

RE 6.1 Supports the strategic planning process in areas of assigned responsibility.

RE 6.2 Implements plans as approved in areas of assigned responsibility.

RE 6.3 Reports at least annually on results achieved.

Quality Indicators relative to strategic planning and reporting:

QI 6.1 The budget and priorities are developed according to a timeline which ensures the Board’s ability to provide direction.

QI 6.2 Provides timely Provincial and Division fiscal information, opportunities and challenges to the Director.

QI 6.3 Achieves the key results identified in the Education Sector Strategic Plan (ESSP) within areas of assigned responsibility.

QI 6.4 Reports at least annually on results achieved within areas of assigned responsibility.

1. **Organizational Management**

Role Expectations:

RE 7.1 Demonstrates effective organizational skills resulting in Division compliance with all legal, Ministerial mandates and timelines within areas of assigned responsibility.

RE 7.2 Reports to the Minister with respect to matters identified in and required by the Education Act within areas of assigned responsibility.

Quality Indicators relative to organizational management:

QI 7.1 Ensures compliance with all Ministry of Education and Division mandates (timelines and quality) within areas of assigned responsibility.

QI 7.2 Facility project budgets and construction schedules are followed or timely variance reports are provided to the Director.

1. **Communications and Community Relations**

Role Expectations:

RE 8.1 Takes appropriate actions to ensure positive external and internal communications are developed and maintained within areas of assigned responsibility.

RE 8.2 Acts as the LA FOIP Coordinator and ensures the maintenance, transparency, and access of records in accordance with the Local Authority Freedom of Information and Protection of Privacy legislation.

Quality Indicators relative to communications and community relations:

QI 8.1 Represents the Division in a positive, professional manner.

QI 8.2 Manages conflict effectively.

QI 8.3 Interacts with the Ministry of Education officials in a productive manner resulting in a positive professional working relationship between the Division and the Ministry.

QI 8.4 Consistently demonstrate a commitment to Division values as noted in Policy 1. In addition, consistently model servant leadership and positive ambassadorship.

1. **Leadership Practices**

Role Expectations:

RE 9.1 Practices leadership in a manner that is viewed positively and has the support of those with whom he works most directly in carrying out the directives of the Board and the Minister.

Quality Indicators relative to leadership practices:

QI 9.1 Provides clear direction.

QI 9.2 Provides effective leadership.

QI 9.3 Establishes and maintains positive, professional working relationships with staff.

QI 9.4 Unites people toward achieving the Board’s goals.

QI 9.5 Demonstrates a high commitment to the needs of students.

QI 9.6 I trust the Chief Financial Officer.

QI 9.7 Empowers others.

QI 9.8 Effectively solves problems.

**Qualifications**

* Masters of Business Administration
* Minimum of 7 years administrative experience preferably in a Pre-K – 12 educational environment

**Knowledge, Skills and Abilities**

* Strong interpersonal skills with a proven ability to build trusting, collaborative work environments.
* Ability to deal with people sensitively and professionally at all times.
* An understanding of current trends, developments in Pre-K to Grade 12 education
* Ability to embrace and lead change and people while building capacity for sustained improvement throughout the Division and ensuring this change aligns with the Division’s Strategic Plan.
* Ability to design and deliver training and professional development.
* Analytical with the ability to recognize areas of concern or opportunity for efficiencies.
* Senior administrative experience.
* Demonstrated fiscal management skills and understanding of budgeting processes.
* Perseverance
* Effective communication skills with the ability to forge positive relations with a variety of educational partners and employee groups.
* On-going commitment to personal professional growth and development.

**Competencies**

* Shows commitment to the organizational vision and strategic goals by acting in accordance with organizational expectations. Uses knowledge of the organization and business to solve issues and accomplish goals and strategies while complying with policies, procedures and practices.
* Demonstrates effective organizational skills resulting in the organization’s compliance with all legal, Ministerial and Board mandates and timelines. Ensures work is consistently completed and accurate within expected timeframes.
* Takes personal ownership and responsibility for the quality and timeliness of work and is expected to seek clarification on any matters of concern. Demonstrates reliability and integrity on a daily basis.
* Displays a positive attitude toward others, their work, schools and the division. Provides exceptional service to customers (internal and external) by displaying professional and respectful behaviors with timely proactive responses.
* Respectful of the confidential nature of the position and will keep confidential any and all information acquired during the course of employment. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP).*
* Models a commitment to personal and professional growth with high ethical standards of conduct.

**Working Conditions**

* Out of Scope based on a 12- month calendar
* Some travel may be required