



Toronto
District
School
Board

No.: SCH II-23-0073NTE
POSTED: March 23, 2023
DEADLINE: 12:00 Noon, April 6, 2023

Comptroller, Finance and Enterprise Risk Management

1 – Permanent Position

Business Services

Schedule II, Level 12

(Non-Union – 12 Month)

\$132,429 - \$158,912

The Toronto District School Board adheres to equitable hiring, employment, and promotion practices.

Reporting to Executive Officer, the Comptroller of Finance and Enterprise Risk Management will be responsible for the effective leadership and management of finance functions within the Toronto District School Board.

The Comptroller of Finance and Enterprise Risk Management will:

- *Provide leadership and effective management of staff and the functions for Accounts Payable, General Accounting and School Support Team;*
- *Oversee the development and implementation of streamlined business processes, procedures and training to meet the changing financial needs of schools;*
- *Work closely with the Executive Officer to develop strategic directions and long range plans for the finance functions; and*
- *Assist with the preparation of financial reports and statements.*

Summary of Duties:

- Develop department goals and objective and ensure implementation, monitoring of progress and achievements;
- Ensure that Board policies, procedures and internal controls are adhered to as they relate to the Finance Department;
- Oversee the development and implementation of streamlined business processes, procedures and training to meet the changing financial needs of schools;
- Revise and develop operating procedures to increase efficiency of the department;
- Prepare long term planning, regarding overall direction, staffing and management;
- Advise and recommend to the Executive Officer, information technology strategies for TDSB financial systems including development of policies and procedures;
- Provide advice to Senior staff, Managers and Principals on key areas of responsibility;
- Responsible for the supervision, training, evaluation and monitoring of staff performance;
- Provide leadership to motivate staff and to facilitate team building necessary for increasing productivity;
- Manage, review and monitor department budget, including expenditure review and authorization, analysis of transactions, projections and forecasts;
- Communicate and liaise with staff to on sensitive financial issues and to ensure operational procedures are followed;
- Ensure efficient and accurate recording of Board revenues and disbursements;
- Assist with the preparation of the Board's annual financial statements on a timely basis and liaise with the Board auditors to facilitate the year-end audit and deal with complex issues;
- Maintain proper financial records to support and account for the Board's financial position;
- Ensure that all financial transactions and statements conform to generally accepted accounting principles and are accepted by the Ministry of Education and Training;

- Attend planning meetings with other Board staff or external organizations;
- Prepare and present reports to Executive Council and Board Committees as required;
- Attend Board and committee meetings as required;
- Provide leadership in fostering equity and inclusiveness in the development and implementation of programs and services; and
- Other duties as assigned.

Qualifications:

- University degree in Commerce, Finance or Business Administration or related discipline and a professional accounting designation (CPA) with eight years progressively responsible experience in the management of finance in a public sector environment or an equivalent combination of education and experience;
- Excellent understanding of generally accepted accounting principles and procedures along with Public Sector Accounting Standards;
- Knowledge of business law, finance and accounting, human resources administration, public relations, customer service, information technology, project management and communications;
- Excellent working knowledge of SAP or other enterprise system;
- Strong understanding of business systems applications and methods of addressing complex financial, human resource, and information technology issues;
- In-depth knowledge of the Education funding model and the various reporting requirements of the Ministry of Education.
- Effective interpersonal, strategic planning, leadership and management skills;
- Excellent written and oral communication skills including effective presentation skills;
- Strong planning and organizational skills;
- Ability to ensure customer satisfaction;
- Previous supervisory experience with a proven record of effective leadership;
- Proven ability in promoting equitable practices which value inclusiveness and diversity; and
- Proficient computer skills.

Work Year: 12 months

Location: 5050 Yonge Street

Hours per week: 35 hours

Please note:

Applications **must** be submitted:

1. In résumé form with a covering letter to: Application.Submission@tdsb.on.ca
2. With competition # **SCH II- 23-0073NE** in the subject line
3. Apply no later than 12:00 noon on **April 6, 2023**.

Only applicants selected for an interview will be contacted. Applications will not be acknowledged in writing.

The Toronto District School Board is deeply committed to promoting Truth, Reconciliation and the rights of Indigenous peoples, Human Rights, Equity and Anti-Racism, and the elimination of Oppressive Practices, in our schools, our workplace and in the communities we serve. We strongly encourage applications from all individuals including those with varied lived experiences that can contribute to the diversification of the workforce at TDSB.

We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the application process.