

FINANCE AND AUDIT MANAGER

The Ontario English Catholic Teachers' Association (OECTA), representing 45,000 teachers in Ontario's publicly funded Catholic schools, invites applications for the position of Finance and Audit Manager for the Association. Working under the direction of the Chief Financial Officer (CFO) and reporting to the General Secretary, the Finance and Audit Manager will assist in the operation and supervision of the Finance Department. OECTA uses Not-for-Profit fund accounting for reporting purposes.

Principal Duties and Responsibilities

The Finance and Audit Manager will assist the Chief Financial Officer in:

- Supervising, directing and evaluating the work of finance staff engaged in providing finance/accounting support services;
- Developing, implementing and monitoring accounting and financial policies, internal controls and processing procedures;
- Establishing operating and financial reporting procedures and ensuring the timely preparation of monthly financial statements for all Association and related funds;
- Co-ordinating and preparing budgets for all Association activities;
- Being responsible for revenue control and overseeing payroll and benefit administration;
- Advising the organization on its investment policy;
- Ensuring compliance with all regulatory authorities and other financial contracts;
- Liaising with external Auditors and assisting in the annual Audit preparation;
- Overseeing the internal audit process for local units, including providing training and support to unit treasurers and/or unit-appointed staff, which may require periodic travel;
- Developing ongoing improvements to effective reporting systems; and
- Overseeing the deployment of finance software such as SAGE300, QuickBooks online and Certify.
- The successful candidate will be responsible for other duties as assigned by the General Secretary.

Minimum Qualifications

- Professional accounting designation (CPA, CA preferred);
- University degree in commerce or business administration;
- Ideally five years of management experience, including supervision of finance department staff; maintaining electronic/online accounting records, budget accounting;
- Ideally three years of public auditing experience;
- Working knowledge of GAAP with emphasis in not-for-profit fund accounting;
- Ideally five years' experience using QuickBooks and/or QuickBooks Online;
- Experience with online employee expense reporting software, such as Certify;
- Well-developed and current computer skills in the full Microsoft Office Suite. Advanced levels in both Excel and PowerPoint; and
- Demonstrated ability to motivate staff and to communicate effectively with a wide variety of internal and external contacts on professional matters.

The following areas would be an asset:

- Knowledge of education-related issues in Ontario;
- Strong project management skills;
- Related Association and/or union experience;
- Ideally five years of successful employment experience in the accounting/finance field;
- Understanding and commitment to publicly-funded Catholic education.

The successful applicant must be a self-motivated leader able to work cooperatively and collaboratively with others.

Benefits

OECTA is committed to providing our employees with an empowered, supportive, inclusive, and diverse working environment. All permanent employees have access to:

- Competitive Salary
- Pension Plan
- Comprehensive Health and Dental Benefits
- Religious Holy Days
- Paid Vacation and Sick Days
- Wellness Resources

Starting Salary Range: \$100,000 to \$110,000

COVID-19 considerations:

Masks must be worn onsite, sanitizer is provided, and social distancing measures are in place.

APPLICATION PROCESS

The Ontario English Catholic Teachers' Association is committed to employment equity and is actively seeking to ensure a representative workforce. Applicants with lived experience as an Indigenous person or a member of an equity-seeking group are encouraged to self-identify in their covering letter.

In accordance with the *Accessibility for Ontarians with Disabilities Act* and all other applicable legislation, The Ontario English Catholic Teachers' Association is pleased to accommodate individual needs for applicants with disabilities within the recruitment process. Please let us know if you require an accommodation to ensure your equal participation in the recruitment and selection process.

Qualified candidates are required to submit a cover and résumé electronically to:
Mary Lachapelle, Deputy General Secretary at careers@catholicteachers.ca

We appreciate the interest of all applicants, however, only those selected for an interview will be contacted.