

MANAGER OF FINANCE AND AUDIT

The Ontario English Catholic Teachers' Association (OECTA), representing 45,000 teachers in Ontario's publicly funded Catholic schools, invites applications for the position of Manager of Finance and Audit for the Association. Working under the direction of the Chief Financial Officer (CFO) and reporting to the General Secretary, the 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 Manager of Finance and Audit will assist the Chief Financial Officer in:

- Supervising, directing and evaluating the work of unionized finance staff engaged in providing finance/accounting support services;
- Responsible for the day-to-day operations of the finance department;
- Month end reconciliation of the subledgers; mainly Accounts Receivable, Accounts Payable, and the remaining accounts in the Statement of Financial Position;
- 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;
- Upkeep of the OECTA Chart of Accounts;
- Upkeep of the Units' QBO online accounts;
- Co-ordinating and preparing budgets for all Association activities under the supervision of the CFO;
- Ensuring compliance with all regulatory authorities and other financial contracts;
- Liaising with external Auditors and assisting in the annual audit preparation with the preparation of the audit working papers, assigning task to finance staff;
- Overseeing the internal audit process for local OECTA 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;
- Overseeing the deployment of finance software such as SAGE300, QuickBooks online and Emburse; and
- 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 an emphasis in not-for-profit fund accounting;
- Ideally five years' experience using QuickBooks and/or QuickBooks Online;
- Ideally five years' experience using SAGE300 or any other ERP accounting systems.
- Experience with online employee expense reporting software, such as Emburse;
- 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.

ONTARIO ENGLISH CATHOLIC TEACHERS' ASSOCIATION
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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 in a unionized setting.

Starting Salary: \$140,000

APPLICATION PROCESS

Application Closing date: April 17, 2025

Qualified candidates are required to submit a cover and résumé electronically to careers@catholicteachers.ca

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

SELF-IDENTIFICATION

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-deserving group are encouraged to self-identify in their covering letter.

1. Do you self-identify as First Nations, Métis, and/or Inuit?
2. Do you self-identify as a member of a Black community or racialized community?
3. Do you self-identify as a person living with a disability?
4. Do you self-identify as a woman, man or as gender diverse?
5. Do you self-identify as 2SLGBTQIA+ (Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual)?

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.