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*A great place to go to school and work!*

## **Chief Financial Officer Chinook Education Centre Competition #2689**

Chinook School Division is looking to fill the position of Chief Financial Officer. Based out of the Chinook Education Centre in Swift Current the CFO reports to the Director of Education and is responsible for supervisory responsibilities in the area of finance, facilities, transportation and purchasing.

Beginning at a time that can be mutually agreed upon, this position will be of interest to trained, experienced, individuals with the ability to analyze current educational financial trends and provide projections and innovative solutions.

### **Desired Qualifications:**

- Certification from an educational institution, recognized by the Board, in accounting or financial management
- Experience in accounts payable and payroll.
- Knowledge and experience with educational funding and budget development
- Experience in management
- Current experience in the operation of an integrated computerized accounting system
- Demonstrated knowledge of computer systems and the ability to work in a variety of software applications
- Demonstrated knowledge of current accounting practices and policies
- An understanding of manual and computerized accounting systems
- Possess excellent written and verbal communication skills
- Ability to integrate policy into decision-making
- Eligible to belong to SASBO

### **Skills, Abilities, and Duties:**

- Deal tactfully with staff and the public
- Be knowledgeable about and fulfill all duties as set out in the Education Act
- Be knowledgeable and supportive of applicable Board policies and procedures
- Ensure that data files within the computerized accounting system are maintained accurately
- Ensure that invoices are cross-referenced to purchase orders or other authorizations and audit invoices to ensure accuracy and conformity to policy
- Ensure that invoices are dealt with in a timely manner
- Ensure that transactions entered on the accounting system balance and that the tax or tax rebate implications for entries are accurate
- Ensure that all cheques are mailed or distributed
- Communicate with suppliers and clients to resolve billing issues that may arise from time to time
- Enter invoice or other related data for preparation of reports that may be required for internal and external use
- Ensure that payrolls are processed in a timely fashion to ensure accurate payment of employees
- Promote the vision, mission, principles and goals of the Chinook School Division

### **Benefits:**

- Competitive salary.
- Attractive employee benefit plan and exceptionally positive work environment.

**Application Procedure:**

Interested applicants are asked to apply through Chinook's employment page at [www.chinooksd.ca/employment](http://www.chinooksd.ca/employment). Please upload a cover letter addressed to Mark Benesh, Director of Education (indicating competition #2689), a resume, complete with **three** references and any Supporting Documents by **April 30, 2021 at 3:00PM**. Successful applicants must agree to a criminal records check including a vulnerable sector search. For more information about this position please contact Mr. Mark Benesh, Director of Education at (306)778-9200.

*While all applications are appreciated, only those selected for an interview will be contacted.*