

VISION

The Regina Catholic School Division will provide a quality Catholic education that is faith-based, student-centered, and results-oriented.



**Regina
Catholic Schools**
www.rcsd.ca

MISSION

The Regina Catholic School Division will work with the community and local church to provide a quality Catholic education that fosters academic excellence and the development of informed, responsible citizens.

VALUES ACCOUNTABILITY COLLABORATION HONESTY INTEGRITY RESPECT WELLNESS

Regina Catholic Schools

is seeking a

Chief Financial Officer

Regina Catholic Schools is seeking a strategic and innovative leader for the position of **Chief Financial Officer**. The position provides direct leadership for all business and finance functions including accounting, accounts payable & receivable, payroll, and property taxes.

The candidate will possess a degree in Business Administration or Commerce with a specialization in Accounting or Finance and meet the requirements for membership in the Saskatchewan Association of School Business Officials. Applicants will have a proven history of progressive management and supervisory experience in finance and administration. Preference will be given to Catholic applicants demonstrating a commitment to the practices and teachings of the Catholic Church. For a complete job description visit www.rcsd.ca/Work4RCSD. The position will commence on or about August 3, 2021.

With an operating budget of approximately \$125M, Regina Catholic Schools serves over 12,000 students in 32 schools in the City of Regina.

Key Knowledge, Skills and Abilities

The candidate will have demonstrated success in:

- Ensuring Catholicism is evident in his/her life and work.
- Identifying goals, objectives and opportunities to achieve the vision and mission of an organization.
- Providing strategic and innovative leadership in budget development, monitoring and all aspects of financial reporting
- Working effectively with a governance board
- Making effective decisions to improve business processes.
- Applying budget and accounting systems software
- Contributing to an effective leadership team and promoting a positive culture.
- Effectively communicating and interacting with a range of stakeholders using superior interpersonal skills.
- Acting as an ambassador for an organization in conducting business functions professionally and confidentially
- Effectively supervising a wide range of positions.
- Effectively researching and investigating issues.
- Applying legal and regulatory requirements.
- Managing difficult situations effectively.



Key Responsibilities

- Prepare annual operating and capital budgets
- Establish budget and accounting controls
- Prepare year-end financial reports to facilitate the audit and meet government requirements
- Prepare and administer budgets for Governance, Administration, Salaries and Benefits, Instruction, Plant Operation, Debt Charges, Transportation, Tuition Fees, Complementary Services and External Services
- Plan and manage the Division's cash flow
- Work with senior administration to establish and communicate strategic plans
- Provide high level oversight of the Division's Transportation Services
- Serve as a member of the Division's collective bargaining negotiating teams
- Supervise and evaluate staff in the Business and Finance Department
- Maintain and implement procedures and guidelines pertaining to the Business and Finance Department
- Facilitate professional development for members of the Business and Finance Department
- Administer and supervise the Division's insurance and inventory control programs
- Prepare and implement contracts with other agencies
- Maintain a registry of all contracts and legal undertakings of the Division

Interested applicants are invited to email a letter of application, curriculum vitae/resume, and the names of three employment references by May 17, 2021 to Don Hoium, Hoium Strategic Leadership at d.hoium@sasktel.net

The interest of all applicants is appreciated; however, only those selected for an interview will be contacted.

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