



## Finance Administrator

**Southeast Collegiate** is the only school of its kind in all of Canada. It serves as a campus to First Nations students during the school year – educating students in a beautiful school facility and providing housing in the adjoining lodge.

SEC is currently seeking a permanent full-time Finance Administrator to join our school staff. Reporting to the Principal and the SEC School Board, the Finance Administrator position involves the following job responsibilities:

### Responsibilities

- Prepare the financial statement package on a monthly basis with variance analysis for the Board of Directors and internal staff;
- Ensure internal cash controls are adhered to and reconcile petty cash on a monthly basis;
- Prepare and execute annual consolidated budgeting and forecasting processes and administer technical management of budget files/spreadsheets and upload budget into the financial system;
- Prepare monthly invoicing to Southeast Student Services and MFNERC, while confirming the final student numbers available to bill each month;
- Prepare additional invoicing to other agencies as required;
- Prepare and reconcile bank statements on a monthly basis;
- Prepare and post journal entries with appropriate supporting documentation;
- Process supplier invoices with proper GL coding and GST disbursements;
- Prepare accounts payable cheques as required in a timely fashion;
- Maintain and oversee the purchase order system;
- Ensure security for credit cards, gift cards, and gas cards and reconcile charges monthly;
- Maintain computerized accounting system;
- Vendor filing of invoices and archiving procedures.
- Liaison with provincial and government officials pertaining to the SEC campus;
- Liaison with insurance representative for policy and claims;
- Oversee maintenance of the building as it pertains to capital funds
- Maintain business document files for contracts, policies, agreements, leases, deeds and other official records.

### Professional relationships

- Provide financial information to Principals, Administration, and Board of Directors;

- Provide financial support and guidance to staff;
- Support and cooperate with external auditor;
- Interact with external officials and consultants with respect to taxes and governmental agencies;
- Respond to vendor/supplier inquiries/questions
- Provide required information and respond to inquiries from funders (ISC/MFNERC)

### **Main challenges of this position**

- The constantly changing needs of users of the financial reports produced;
- The coordination of staff and procedures to meet these changing needs;
- Coordination of new procedures between school and lodge staff;
- New government programs and mandates;

### **Qualifications**

- Degree or certificate in Business administration from a recognized post-secondary school; Bachelor's degree preferred
- Excellent computer skills
- Demonstrated leadership skills
- Good interpersonal skills
- Highly effective communication skills
- Minimum 5 years accounting experience

### **Working Conditions**

- Working in a school setting, in person
- Significant amount of reading and proofing of reports, memos, manuals, etc.
- Repetitive movement using wrists, hands and fingers
- Minimal to light physical effort required with prolonged periods of sitting
- Working with supervisors with different management styles
- Dealing with people of a culturally diverse background
- Able to answer inquiries and handle complaints
- Subject to continuing changes in work and rapid changes of procedure
- Subject to heavy volumes of work and disruptive interruptions
- May be subject to emotionally charged situations
- Subject to conflicting demands, priorities, multi-tasking and a high-volume workload
- May be required to work extended hours and overtime if needed
- Must be available by phone or in person for emergencies

### **Schedule**

- Monday through Friday, guaranteed 40 hours per week
- Hours of work - 8:30 am - 4:30 pm

Southeast Collegiate would like to thank all those who submit applications. Only those applicants who will be interviewed will be contacted.

**\*MUST BE CURRENT RESIDENT OF CANADA\***

Salary: From \$65,000.00 per year

### **Benefits**

- Company pension
- Dental care
- Discounted or free food
- Employee assistance program
- Extended health care
- Life insurance
- On-site gym
- On-site parking
- Paid time off
- Vision care

Please submit your resume to [apply@sec.education](mailto:apply@sec.education) or visit our website for more details [www.southeastcollegiate.ca](http://www.southeastcollegiate.ca).

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\* Please kindly note that preferential treatment will be given to First Nations Candidates\*