

**Part-time Manager of Financial Services
(20 hours per week)**

The Public School Administrators' Association of Nova Scotia (PSAANS) invites applications from qualified candidates for the position of Manager of Financial Services. The Public School Administrators' Association of Nova Scotia was formed on August 1, 2018 and represents the interests and voices of over 800 school-based and regional level administrators in all seven Regional Centres for Education and the Conseil scolaire acadien provincial. The Public School Administrators' Association of Nova Scotia is governed by a 14 member Board of Directors.

Effective dates: **May 1, 2019 (negotiable) – April 30, 2020 (with possible extension)**

Hours: **20 hours per week - 12 month position (schedule to be determined). This is a NON Union position.**

Location: **3 Spectacle Lake Drive, Dartmouth, NS**

Deadline for applications: **April 12, 2019 at 11:59 pm**

We offer salary commensurate with qualifications and experiences, and a benefit plan

Manager of Financial Services Reports to Executive Director, PSAANS

Responsibilities Include:

- Establishing financial procedures and processes for the effective and efficient operation of the Public School Administrators Association of Nova Scotia;
- Maintaining accurate and detailed financial records including monthly bank reconciliations, tracking invoices and payment of expenses against board approved budget and performing detailed analysis on key risk areas;
- Overseeing collection of member dues and work with Regions / CSAP to ensure accurate and timely collection processes are in place;
- Communicating month-end results, analysis and potential risks to the Executive Director / Board;
- Identifying and writing various financial policies and procedures related to the financial operation of PSAANS;
- Assisting in the preparation of the PSAANS annual budget;
- Calculating and remitting various deductions, the reconciliation of payroll accounts with the General Ledger and the processing of accurate expense and liability accounts;
- Year-end filing and annual production of T4s, T4As and T2200;
- Maintaining payroll records for internal and external requirements;
- Calculating and remitting Harmonized Sales Tax (GST/HST);
- Performing other duties as may be assigned from time to time by the Executive Director of PSAANS.

Qualifications:

Core Functional skills:

- Strong knowledge of accounting, analytics and controls;
- Proficient in Microsoft Office package (emphasis on MS Excel);
- Aptitude for understanding and using technology for accounting, reporting and communication purposes;
- Knowledge of SAP and Business Objects (desirable).

Educational and Working Experience:

- Diploma or degree in Business Administration with a concentration in accounting;
- Professional accounting designation is desirable (CPA, CA, CGA, CMA, CFA, MBA);
- Experience working with external auditors.

Leadership and Soft Skills:

- Maintaining confidentiality as the norm;
- Professional and friendly demeanor;
- Ability to work independently with limited supervision;
- Ability to communicate clearly to senior management;
- Strong interpersonal skills in a team environment;
- Superior organizational skills including attention to detail;
- Managing highly sensitive information;
- Ability to manage complex work addressing broader business issues;
- Anticipating issues and recommending appropriate actions;
- Supporting organizational change through initiatives that improve function-specific processes or performance;
- Ability to successfully manage several tasks at one time and work in a deadline driven environment.

Your application must include at least three (3) work-related references; **one** must be your most recent supervisor. References checks will be completed for recommended candidate(s).

All employees of the Public School Administrators' Association of Nova Scotia must provide current (within the past 3 months) and clear Criminal Record Check—Vulnerable Sector and Child Abuse Registry Check.

The Public School Administrators' Association of Nova Scotia appreciates your expression of interest for employment. Please note that only candidates selected for interviews will be contacted.

Please send cover letter and resume via email to execdir@psaans.ca.
All applications will be kept confidential.