



**EMPLOYMENT OPPORTUNITY
PUBLIC SCHOOLS BRANCH
ACCOUNTING SUPERVISOR – LEVEL 18
LOCATION: STRATFORD OFFICE
FULL TIME EXCLUDED TEMPORARY POSITION
Effective Immediately until October 2020**

This position reports to and provides support to the Financial Services Coordinator. This position supervises the accounting staff in the Stratford and Summerside offices of the Public Schools Branch (PSB).

Duties and Responsibilities:

- Responsible for providing financial support to directors, principals and senior management of the PSB;
- Perform advanced financial administrative work of considerable scope and complexity in an organization with a budget in excess of \$200 million;
- Responsible for ensuring an improved workflow, internal control, fiscal accountability and statistical analysis;
- Responsible for supervising, completing performance reviews, and daily management of five accounting staff;
- Ensure the Branch has accurate and timely reporting relative to the budget and financial position of the Branch;
- Responsible to oversee and approve various transactions including accounts payable, accounts receivable, bank deposits and purchasing;
- Responsible to complete formal reporting such as bank reconciliations, government reporting and trust returns;
- Responsible for coordinating the purchasing/tendering functions of the Branch;
- Oversee and manage service provider contracts;
- Assist with the year-end external audit;
- Complete and assist with any special projects and reporting as necessary;
- Other duties as required.

Minimum Qualifications:

- Must have a Chartered Professional Accountant (CPA) designation (in good standing on PEI);
- Must have graduated from a recognized university with a degree in Business Administration (or similar field of specialization);
- Must have experience in supervisory, financial services and administrative duties;
- Must have experience in and a demonstrated knowledge of accounting procedures and internal controls;
- Must have training in spreadsheets, word processing, computerized financial accounting software, database management and a demonstrated ability to use this software;
- Must have the ability to read and interpret technical documents such as financial statements, budgetary reports, computer documentation, hardware operating and maintenance instructions, procedure manuals, technical service manuals, etc.;
- Must have the ability to write clear and concise business reports and correspondence;
- Must have the ability to speak effectively to individuals and to groups of managers, auditors, vendors, employees, and members of the general public;
- Must have the ability to complete detailed financial calculations;
- Must have the ability to problem solve (define problems, collect data, establish facts, and draw valid conclusions);
- Must have the ability to interpret technical instructions in mathematical form and deal with abstract and concrete variables;
- Applicants must submit a criminal record check, including vulnerable sector check, and have no criminal record which would be detrimental in working in an environment with children, youth or other adults;
- The successful applicant must have a good previous work and attendance record.

Other:

- Preference may be given to those with experience and an understanding of Oracle Financials;
- Preference may be given to those with experience and an understanding of PeopleSoft;
- Preference may be given to those that have knowledge of the structure and programs of the organization.

Please Note: Ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. The successful candidate will be the only individual receiving written notification of competition results.

Salary Range: \$30.58 – \$38.22 per hour (Excluded Level 18)

Weekly Hours: 37.5 hours weekly, 7.5 hours daily, 8:00 a.m. – 4:30 p.m.

Posting ID#: 135505

Closing Date: March 22, 2019 at 12:00 pm, noon

To apply on on-line or to obtain an application form please visit www.gov.pe.ca/jobs. Application forms can also be mailed to the Public Schools Branch at: P.O. Box 8600, Charlottetown, PE C1A 8V7 or e-mailed to HR-PSB-Applications. Please ensure the appropriate Posting I.D. number is stated on the application form.

