

Supervisor, Accounting & Administration

Department:	Financial Services	Competition #:	22-A-01
Campus:	South - Windsor	Classification:	Administration
Posting Type:	Internal/External	Salary Range:	Starting Salary: \$75,993 Salary Range: \$75,993-\$94,991
Status:	Full-Time	Closing Date:	Tuesday, January 18 th , 2022 at 4:30pm
Presentation Required:	Yes	Start Date:	As soon as possible

St. Clair College is seeking an experienced and motivated professional who shares our commitment to quality and student success.

Description:

Reporting to the Manager, Accounting & Administration the Supervisor, Accounting & Administration will provide efficient and effective administrative leadership, operational planning and supervision to the financial operations of the College in accordance with the College's strategic directions. Responsibilities will include the supervision of various accounting systems, participation in the establishment, implementation and administration of departmental goals, plans, budgets, policies, and procedures to ensure accurate recording and reporting of financial data. The incumbent will administer the accounts payable, receivable and purchase order functions under the direction of the Manager, Accounting & Administration. They will also prepare and review various types of financial reporting such as account reconciliations, capital asset analysis, budget reporting, Ministry filings and other ad hoc reports. The incumbent also prepares, advises on, and administers financials related to research grants, financial reporting for internal/external stakeholders, annual filing of charity returns, Statistics Canada reporting and charitable rebates applications. The Supervisor, Accounting & Administration is also responsible for supervising staff of accounts payable, accounts receivable, and purchase order functions. A person who thrives in a fast-paced and dynamic work environment would be a good fit for this opportunity.

Qualifications:

The ideal candidate will have some administrative experience and practical work-related experience of at least 3 years, coupled with a 3-year diploma or 4-year degree in Business Administration or related field. As well, the incumbent must possess a professional accounting designation such as a (CPA, CGA, CMA or CPA, CA) or a passing grade on the Common Final Examination (CFE). A creative, innovative and consultative approach to supervision, combined with outstanding interpersonal and communication skills is essential. Experience gained with the public sector and Public Sector Accounting Board (PSAB) accounting standards and supervising staff in a unionized environment would be considered an asset.

Candidates selected for an interview will be required to provide a 10-minute presentation. Details will be provided when interviews are scheduled.

Please forward your resume quoting the competition # by online application at <https://www.stclaircollege.ca/careers/apply>. This link includes those who have worked for the College within 1 year of this posting. Resumes must be received prior to the closing date and time.

All active internal applicants MUST apply through the St. Clair College online application system: <https://intranet.stclaircollege.ca/human-resources/job-application-form.html>

St. Clair College is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process. If you require an accommodation, please contact Human Resources.

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