



## *Huron – Superior Catholic District School Board*

Invites applications for the following position:

### **SUPERINTENDENT OF BUSINESS**

The Huron-Superior Catholic District School Board is seeking to fill the position of Superintendent of Business, commencing November 2020 or at a mutually agreeable date. The Board is seeking an experienced leader to assume management of all aspects of the financial management processes. The successful applicant will bring about improvement in the quality of education throughout the Board by planning, directing and managing all corporate and business functions of the Board. Reporting to the Director of Education, the successful candidate will have a breadth and depth of knowledge, skills and experiences as a senior financial manager. In addition to being a person of integrity and vision, with excellent interpersonal, problem solving, decision making and communication skills, the ideal candidate will have a thorough knowledge of the Ontario Leadership Framework and will support the goals and objectives of the Catholic school system

#### **The Role**

As a key member of the senior management team, the successful candidate will be responsible for all aspects of the Board's finances, including accounting, purchasing and payroll. The Superintendent of Business is responsible for developing the annual budget and preparing annual audited financial statements. In addition, the Superintendent serves as a representative on the transportation consortia and acts as a resource and may take a lead role in collective bargaining. He/she may be responsible for other areas and departments, such as communications and Student Senate.

#### **Qualifications and Experience**

The successful candidate will:

- Hold a Chartered Professional Accounting Designation, with a post-secondary degree (MBA may be acceptable);
- Possess or will be eligible to obtain within two years, a Business Supervisory Officer's Certificate (pursuant to Reg. 309 of the Education Act);
- Have extensive experience in a leadership role, with preference given to those with experience in a public sector organization, especially within the K to 12 sector;
- Have a strong business acumen in financial reporting, budget development, information technology, human resources programs/services, and facility operations; having knowledge of PSAB is considered an asset;
- Have knowledge of relevant legislation (Education Act and Regulations, Employment Standards Act, Labour Relations Act, Occupational Health and Safety Act, etc.);
- Be a strategic thinker at a system level and possess superior verbal and written communication skills;
- Have excellent interpersonal skills exhibiting confidentiality, diplomacy, negotiation, conflict resolution, and issue-based problem solving techniques;
- Be able to create and sustain the building and maintenance of excellent working relationships, both internally and externally.

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Please submit a resume, cover letter, proof of a relevant post-secondary degree and professional accounting designation; proof of Business Supervisory Officer qualifications (if completed) and, three references with authorization for contact under the Freedom of Information and Protection of Privacy Act (FIPPA).

Submit package by **4:00 p.m. on Friday, September 25, 2020**, to:

Human Resources Department  
Huron-Superior Catholic District School Board  
90 Ontario Avenue, Sault Ste. Marie, ON P6B 6G7  
[job.applications@hscdsb.on.ca](mailto:job.applications@hscdsb.on.ca)

**Interviews for this position will be held on Thursday, October 1, 2020**

**THE BOARD IS AN EQUAL OPPORTUNITY EMPLOYER**

In compliance with the Ontarians with Disabilities Act and the Ontario Human Rights Code, the Huron-Superior Catholic District School Board is committed to providing accommodations to persons with disabilities. The Board will take into account the person's ability to access information and will provide the information contained in Board-produced public documents in a format that meets those needs as agreed upon with the person

Rose Burton Spohn, Director

Lindsay Liske, Chairperson

[www.hscdsb.on.ca](http://www.hscdsb.on.ca)