



The Grand Erie District School Board

Invites Applications for the Position of

## **BUDGET AND GRANTS OFFICER**

The Grand Erie District School Board's 2,700 employees provide quality education to approximately 26,000 full-time equivalent students who attend our 75 schools. The Board spans a geographic area encompassing the City of Brantford and the Counties of Brant, Haldimand and Norfolk with the head office located in Brantford. The Board is seeking a qualified Budget and Grants Officer, who will report to the Manager of Business Services, to support the budget process and assist with all aspects of financial reporting.

### **Qualifications:**

- Minimum three-year college diploma in accounting, business or a related discipline is required.
- Successful completion of a Chartered Professional Accountant designation (Certified Management Accountant, Certified General Accountant or Chartered Accountant) is required.
- At least two years of relevant budget and financial reporting experience is necessary.
- Strong customer service focus is essential with an equally strong work ethic and demonstrated ability to deal with competing priorities, multiple demands, frequent deadlines and expertise in handling matters in a diplomatic, sensitive and confidential manner.
- Strong organizational, analytical, problem solving, time management, and communication skills are required.
- Proficiency in Microsoft Office (especially Excel) and financial reporting software is a must.
- Prior school board sector experience is an asset

### **Duties and Responsibilities include:**

- In collaboration with other Business Services staff, prepare budgets, financial reports and schedules in compliance with the Ministry of Education reporting requirements
- Assist with month-end and quarterly financial reporting
- Support the preparation and reporting of annual Estimates and Revised Estimates cycles to the Ministry of Education through the Education Finance Information System (EFIS)
- Prepare and monitor operating budgets and forecasts by expenditure type
- Analyze and resolve complex funding and expenditure variances with appropriate explanations
- Provide optimal service to internal and external stakeholders.
- Provide support to Business Services by assisting with special projects and tasks

**Hours of Work:** This is a 35 hour per week position, 12 months of the year

**Annual Salary:** \$59,998 to \$68,180. The Board offers a competitive benefit package.

**Apply:** If your qualifications, positive attitude and commitment to excellence make you an ideal candidate for this position, please submit your application, marked "personal and confidential", which includes a complete resume, cover letter with the names and telephone numbers of at least three professional references (including your current supervisor) must be provided. Your application must be received by 4:00 p.m. on **November 23, 2018**. Apply to:

Human Resources Services

The Grand Erie District School Board

349 Erie Avenue, Brantford, ON N3T 5V3

Fax (519) 759-5362

Email [hr@granderie.ca](mailto:hr@granderie.ca)

Applicants with a disability that requires an accommodation to enable their participation in the interview process should advise the Board when contacted for an interview. Any assessment and selection materials and processes used in the interview process can be made available in an accessible format, upon request in advance.

We thank all applicants for their interest but only those considered for interview will be contacted. All submissions are subject to a screening process and some applicants may not be granted an interview.

All new employees are required to provide an original Police Record Check (which includes a "vulnerable sector search") acceptable to the Board prior to the commencement of employment.