



Waterloo Region District School Board

March 20, 2018
Posting #18.011

Temporary Business Services Manager (MM4) Financial Services

Applications from employees of the Waterloo Region District School Board and external applicants will be considered.

The Waterloo Region District School Board is situated in the heart of southwestern Ontario – Canada's innovation heartland. The board serves more than 63,000 students in 16 secondary schools and 104 elementary schools with more than 8,500 staff members.

Reporting to the Controller, Financial Services, the successful candidate will be responsible for identifying, planning and implementing projects to support departmental business goals, improve operational processes and fulfill information needs for internal and external stakeholders. To that end, the Business Services Manager is responsible for leading staff within the Business Services area (enrolment, school secretarial support), and coaching staff from within Financial Services to complete identified projects. As a member of the Financial Services leadership team, the successful candidate will also coordinate Financial Services training initiatives to help build capacity and support our system.

The successful applicant for this Temporary Mid-Management Level 4 position (salary range of \$81,264 to \$94,596), will be working 40 hours per week, 12 months per year, effective on a mutually agreeable date to June 1, 2019.

Responsibilities

- Provide direction and support to staff within the department to achieve their operational objectives;
- Work with departmental staff, subject matter experts and our customers to identify training needs and initiatives that will enhance the service we provide, and build the capacity of our clients to utilize our systems and processes;
- Develop an in-depth understanding of our business drivers, customer needs, and bring order and precision to projects (scope, requirements);
- Conduct periodic reviews of internal processes to ensure alignment with client needs, industry best practices, technological advances and Board priorities;
- Plan, execute, and provide ongoing monitoring of projects that support the operational goals of the department;

- Develop and conduct ongoing reviews of process documentation to ensure appropriate dissemination of knowledge within the department and to external stakeholders;
- Act as the primary contact between the Board's Project Management Office (PMO) and Financial Services to support effective organizational change management;
- Utilize PMO project tools and templates to track project details, progress, resources and financials;
- Develop and maintain a thorough understanding of the Board's financial information system, including security setup and the functions and tools available to support process improvements;
- Act as the primary contact between the Board and the vendor for the Board's financial information system;
- Evaluate, coordinate internal testing and recommend version upgrades to the Financial Services management team;
- Diagnose system errors or failings and elevate issues as necessary to ITS or the vendor;
- Work collaboratively as a member of the Financial Services team to meet departmental and organizational objectives;
- Other duties as assigned.

Qualifications

- Undergraduate degree in a business related field (e.g. Accounting, Economics, Business Administration) with five years of progressively responsible finance experience, preferably School board or Public Sector.
- Excellent oral and written communication skills, with a proven ability to effectively communicate with internal and external stakeholders;
- Demonstrated proficiency with technology and advanced computer applications (Microsoft, Adobe, Google suite of tools), Electronic Document Management and Financial Information Systems;
- Demonstrated experience writing business cases, project plans and post-project evaluations.

Candidates are asked to submit two (2) copies of a covering letter and resume, quoting posting #18.011, no later than 4:00 p.m. on Thursday, March 29, 2018 in person or by mail to:

*Laurie Pett, Human Resources Officer
Human Resource Services, Education Centre
51 Ardelet Avenue
Kitchener, ON N2C 2R5*

While we appreciate all applications, only those selected for an interview will be contacted.

The WRDSB is committed to equity for all students and staff, and to delivering the highest quality of education through a qualified workforce that reflects the diversity of the communities we serve.

Upon request, we will provide reasonable accommodations in the hiring process to support applicant with disabilities.