



# BRANT HALDIMAND NORFOLK Catholic District School Board

## Superintendent of Business and Treasurer

**Reports to: Director of Education**

**Location: Central Office(s) of the Board**

The Brant Haldimand Norfolk Catholic District School Board invites applications for the position of Superintendent of Business and Treasurer.

Under the direction of the Director of Education and Secretary, the Superintendent of Business and Treasurer will work collaboratively, as a member of the senior administration team, to promote the distinctively Catholic vision of education grounded by the Board's strategic plan, policies, and programs. The successful applicant will strive to bring improvement in the quality of education throughout the Board by planning, directing, and managing the facilities, finance, and business functions of the Board.

The ideal candidate will be eligible to obtain within two years, or will possess, a Business Supervisory Officer's Certificate (pursuant to Reg. 309 of the Education Act), along with a relevant post-secondary degree, and professional accounting designation (CPA).

This is an exciting opportunity to join a dedicated, faith-filled, and dynamic staff. Duties will include but are not limited to the following:

- Manage the Board's financial responsibilities including the development of the annual budget, and presentation of the annual budget to the Board for approval.
- Maintain broad responsibility for all aspects of the Board's finances, including financial planning, accounting, budgeting, payroll, purchasing and ONSIS submissions while ensuring compliance with provincial regulations, standards, practices, and legislation.
- Supervise the preparation of the annual financial statements and other financial reports and ensure reports are completed and delivered on a timely basis.
- Provide ongoing strategic and integrated leadership as well as supervision of financial, facilities, capital projects and transportation functions.
- Represent the Board as a Director on the Student Transportation System Brant Haldimand Norfolk (STSBHN) Consortium.
- Prepare Education Development Charge By-Law Revisions, Long-Term Capital Plan Updates and Capital Priorities Business Cases as well as School Consolidation/Closure Reports and Accommodation Review processes.
- Influence the development and formation of Board policy.
- As a key member of the senior administration team, ensure that all business functions are conducted efficiently and in compliance with relevant legislation, while ensuring alignment with the strategic vision and principles of the Board.
- Ensure that quality assurance, risk assessment and management, Audit Committee support, and appropriate accountability measures are in place.
- Coordinate the utilization of the Board's resources, including materials, capital assets, financial resources, as they pertain to students, schools, departments, employees, and the Board. Collaboratively establish needs, set priorities, develop action plans, policies, and procedures to ensure the effective and efficient utilization of resources.
- Act as resource to various committees of the Board as assigned.

- Perform other related duties as assigned.

### **QUALIFICATIONS AND EXPERIENCE:**

- Relevant university degree and a minimum of seven (7) years of proven leadership experience in a school board preferred. Acceptable related work experience equivalency, in large, complex, public and/or private organizations will be considered.
- A strong commitment to the preservation and strengthening of publicly funded Catholic Education.
- A strong understanding and appreciation for “student success,” in addition to outstanding interpersonal, communication, and management skills.
- A strong business acumen in financial reporting, budget development, facility operations and capital projects.
- Working knowledge of Public Sector accounting, including knowledge of internal and external audit processes and an understanding of financial accounting for non-profit organizations.
- Technological knowledge and ability to integrate process improvement in integration of various business functions.
- Knowledge of relevant legislation (Education Act and Regulations, Employment Standards Act and Regulations, Labour Relations Act and Regulations, Occupational Health and Safety Act and Regulations, etc.).
- Strategic thinker at a system level.
- Superior verbal and written communication skills.
- Excellent interpersonal skills exhibiting confidentiality, diplomacy, negotiation, conflict resolution, and issue-based problem-solving techniques.
- Proven leadership experience in providing ongoing supervision and support to staff using principles of collaboration.
- Be able to create and sustain the building and maintenance of excellent working relationships, both internally and externally.
- Be politically astute - able to advance agendas, work collaboratively and effectively with the Board of Trustees, the senior team, staff, the general public, partners, Ministry officials, and colleagues from other Boards.

### **APPLICATIONS MUST INCLUDE:**

In addition to the qualifications and experience outlined above, all candidates are expected to provide the following documents for a complete application package:

1. A cover letter and complete curriculum vitae providing evidence of the required qualifications.
2. The names and contact information of two (2) additional professional references from the applicant's current or previous work environment.
3. Written authorization to contact all references must be included with the application.

### **About Us:**

As a Catholic Learning Community, the Brant Haldimand Norfolk Catholic District School Board provides faith formation and academic excellence, which enables our graduates to live a life of love and service in Christ. The Brant Haldimand Norfolk Catholic District School Board provides a Christ-centered education to approximately 12,000 students within 28 elementary schools, 3 secondary schools and a multisite Alternative Education school and 3 administrative offices.

The Board currently employs over 1500 permanent staff and approximately 350 casual and occasional staff which includes teachers who are supported by a team of consultants, principals and administrators and non-academic staff who work to ensure the best possible facilities, supports and resources are available to our students and the system. The Board encompasses the broad geographical area of the City of Brantford and the counties of Brant, Haldimand and Norfolk. We are located approximately one hour west of Toronto, one hour east of London and one hour south of Kitchener-Waterloo.

Applications, along with your supporting documents must be submitted through Apply to Education – [www.applytoeducation.com](http://www.applytoeducation.com). **ATE Job Posting 3702735, Posting Closing date: April 12, 2024 at 4:30 p.m.**

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### **Equity, Diversity and Inclusion Statement**

*The Brant Haldimand Norfolk Catholic District School Board believes in giving each and every applicant an equal opportunity to succeed on their own merit and we strive to hire staff that reflect and support the diverse perspectives, experiences and needs of our students and our communities. We remain committed to upholding our Catholic values of equity and inclusion in our living, learning and work environments. Therefore, in pursuit of our values, we seek members who will work respectfully and constructively with differences and across the district in actualizing the Board's Multi-Year Strategic Plan. We actively encourage applications from individuals from all groups and specifically those groups that may experience systemic barriers. We value and respect the contributions that each person brings to enriching the Board and are committed to ensuring full and equal participation for all in the communities that we serve.*

### **Accessibility and Accommodation Statement**

*We also recognize our duty to accommodate and to foster a culture of inclusion. Consistent with our Catholic social teachings and virtues, we will make any appropriate accommodation based on any of the protected grounds in the Human Rights Code to support candidate participation in the hiring process. When contacted, candidates will be provided with an overview of the various elements of the hiring process. If you require accommodation for reasons of disability in the application or interview process, please email your request to [resumes@bhncdsb.ca](mailto:resumes@bhncdsb.ca) in advance of any part of the process. All information received relating to a candidate's required accommodation will be addressed confidentially by Human Resource Services.*

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We thank all applicants for their interest, however, only those considered for an interview will be contacted.

**Rick Petrella**  
Chair of the Board

**Michael McDonald**  
Director of Education & Secretary Designate

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**BRANT HALDIMAND NORFOLK  
CATHOLIC DISTRICT SCHOOL BOARD**

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