



APPLICATIONS ARE INVITED FOR THE POSITION OF
OFFICER - SCHOOL BANKING SPECIALIST
BUSINESS SERVICES DEPARTMENT
Non-Union Level 10 - \$59,143 - \$73,928

NOTE: THIS IS A TEMPORARY POSITION FOR ONE YEAR

CRITERIA FOR AN INTERVIEW:

- 3-year college diploma in Accounting and/or Finance
- Minimum two (2) years related finance and accounting experience
- Experience with Accounting Software training would be an asset
- Strong understanding of basic Accounting principles and software specializing in bank and account reconciliations
- Details orientated with sound analytical skills
- Strong communication and interpersonal skill
- Knowledge of School Board accounting would be an asset

MAJOR DUTIES AND RESPONSIBILITIES:

Reporting to and under the direction of the Sr. Financial Analyst – Finance and Accounting, this position will provide support and assistance with the implementation and engagement of school cash suite. Duties and responsibilities include but are not limited to the following:

- Provide assistance and support to schools with the banking process which includes, but is not limited to, bank reconciliations and daily banking functions using the school banking software
- Promote and increase the Cash Online usage rates
- Perform regular on-going school audits (such as HST preparation and submissions)
- Inform, advise and ensure that school staff adhere to proper internal control procedures
- Support School Parent Council with regular reporting
- Assist in the preparation of financial reports
- Perform financial and variance analysis
- Research and investigate data discrepancies
- Maintain and provide a tracking of common issues identified for management review and process improvement purposes
- Provide training to users as required
- Perform other duties as assigned and/or required

This position requires travelling to TCDSB sites. The incumbent must have own vehicle available to use and a valid Ontario driver's license (eligibility for mileage reimbursement).

Barrier-Free Recruitment

The TCDSB is committed to creating an inclusive, barrier-free recruitment and selection process. Please inform the Human Resources department, at the time of your application, of any requirement for accommodation in order for us to assess all candidates in a fair and equitable manner. Documentation to support the accommodation may be requested as required prior to the implementation of the accommodation measures.

Interested applicants are asked to submit a completed résumé, cover letter, and any related educational documents, and reference letters, no later than **Wednesday, May 29, 2019**.

Applications are to be submitted online through [Apply To Education](#).

We thank all applicants, however, only those selected for further consideration will be contacted.

Please note, candidates selected for an interview will be required to provide original applicable education documents.