



<b>Position:</b>	<b>Finance Officer</b>
<b>Reports to:</b>	Controller
<b>Position Group:</b>	Support Staff
<b>Term:</b>	Full Time. Start date is September 6, 2022

## Overview

Strathcona-Tweedsmuir School (STS) is a premier co-educational day school nestled in the Foothills of the Rocky Mountains just outside of the City of Calgary on a 220-acre campus. As an International Baccalaureate (IB) World School, STS offers all three IB Programmes from Kindergarten through to Grade 12.

In addition to the global perspective offered by the IB Diploma Programme, the School offers an extensive co-curricular program in a technology-rich environment. Students take advantage of the amazing natural setting including a small pond, forest, and extensive trail system to complement their academic learning.

STS combines the rich traditions from its 117 years of history with innovative and research-based instructional practices where students pursue lives of purpose, flourishing emotionally, physically, and intellectually.

We are currently searching for a Finance Officer to join our team. If you are a friendly and competent professional with interest in finance, then we are interested in you.

## Detailed Job Description

This is a new role within Finance at STS. The ultimate goal is to groom the successful candidate to be in a position to assume the controller role within the organization. To be successful the candidate will need to be willing to learn all aspects of the operations within the department. This includes, but is not limited to,

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Accounts Payable, Accounts Receivable, Financial Accounting, Audit preparation and report generation and data entry and payroll back up.

Finance is a small team of dedicated professionals who rely on each other to be successful. Finance interacts with colleagues and departments across the organization, parents, volunteers and contractors. Therefore, a high degree of professionalism, diplomacy, customer service focus and an outcome driven approach are non-negotiable qualities.

Reporting to the Controller, this new role requires financial acumen, initiative and someone who is comfortable with ambiguity as this role develops and matures.

### **Core Areas of Responsibility**

- Assist with generating and sending customer invoices
- Posting customer payments
- Processing credit card and auto withdrawal payments
- Answering telephone and email inquiries with tact and professionalism
- Process vendor invoices or employee expenses in a timely and accurate manner
- Verify invoices to ensure they reflect correct terms and pricing, volume, freight or other charges
- AP Data entry as required.
- Support the Controller in inputting, reviewing, and posting entries
- Support the Controller in account reconciliations and analysis
- Support the Controller by owning the Capital Asset file
- Supporting the Controller in the month end and year processes and projections
- Other duties as assigned

### **Experience, Skills, Technical and Behavioral Competencies**

- At least 13 accounting courses recognized by CPA (Chartered Professional Accountant).
- CPA designation preferred but other qualifications will be considered.
- At least 4 years of experience in a complex and highly computerized accounting environment.
- Technical accounting skills including analyzing budgets and year-end financial statements and working papers.
- Intermediate proficiency in Microsoft Office (Excel and Word) is required.
- Working knowledge of Blackbaud will be considered an asset

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- Previous experience with capital asset accounting, and large operating and capital budgets will be considered assets.
- Creative thinker demonstrating analytical and problem-solving skills.
- Excellent communication and interpersonal skills, and the ability to work effectively in a team environment.
- Strong communication skills with customers and operations, and experience handling sensitive information.

## Application Instructions

Applications must contain a cover letter, your resume, and the names and contact information for three work-related references one of which must be a direct supervisor (your references will not be contacted without your prior consent). Please submit your application via email to [careers@sts.ab.ca](mailto:careers@sts.ab.ca) with the position noted in the subject line. Please do not send documents via OneDrive or other cloud-based services and please do not send letters of reference, evaluations, and/or transcripts unless asked to do so.

Applications will be reviewed as received and interested applicants are strongly encouraged to apply early as the position may be filled as soon as a qualified candidate is selected.

We thank all those who apply, but only those selected to participate in the next phase of our interview process will be contacted.

Strathcona-Tweedsmuir School provides a welcoming environment for all employees and encourages diversity among staff and students as part of our commitment to the Alberta Human Rights Act.

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