



**Applications are invited for the following Non-Union position:
Officer – Budget Services
Non-Union Level 10: \$53,043 - \$ 66,303**

CRITERIA FOR AN INTERVIEW:

- 3-year College Diploma in Accounting and Finance
- Minimum of one (1) of working experience in budget and accounting
- Knowledge of the Ministry Code of Accounts, GAAP, and Public Sector Accounting/Funding
- Strong analytical skills with attention to detail
- Strong computer skills in all MS Office Applications and demonstrated ability to learn new computer software
- Excellent organizational, communication and writing skills
- Knowledge of SAP financial system is an asset

MAJOR DUTIES AND RESPONSIBILITIES:

Reporting to and under the direction of the Senior Manager – Budget Services, the primary function of this position is to provide operational support in controlling and reporting budgetary expenditures. Duties and responsibilities include but are not limited to the following:

- Review coding entries to ensure expenditures are charged to the correct G/L and cost centres according to the Ministry's reporting and enveloping requirements, and perform adjustments/budget transfers to correct discrepancies
- Monitor and analyze the unexpended balances, and prepare the carryover reports (e.g. School Block, Outside Agency, and CSAC) for all schools
- Review budget reports in SAP for errors/omissions by reconciling funds management and controlling modules
- Review budget requests and ministry agreements, create funds reservations and expenditure transfers
- Assist in budget variance analysis, illustrations and reporting as required
- Assist in the preparation of budget reports by providing data information and analysis
- Update budget for the revised estimates and provide budget status reports as required
- Provide periodic updates on special projects and EPO Grants as required
- Provide training and in-service to school staff on budget issues, procedures and processes, and visit the schools if necessary
- Assist in supervising, directing and reviewing work of Budget Clerk and assigned staff as required
- Perform Year-End Journal entries and adjustments
- Participate in designated meetings and provide input where necessary
- Other duties as required and assigned

Completed resumes, together with supporting educational documents and references, referring to Officer – Budget Control, are to be received from interested candidates no later than Wednesday, February 24 2010 and should be submitted by e-mail or hardcopy to:

**Bessie Gruppuso, Manager of Recruitment
Human Resources
Catholic Education Centre
80 Sheppard Avenue East, Toronto, ON, M2N 6E8
E-mail: bessie.gruppuso@tcdsb.org**