



## **FINANCE OFFICER**

St. Boniface Diocesan High School (SBDHS) is inviting applications for the position of Finance Officer. Established in 1965, SBDHS is a thriving Grade 9 to 12 Catholic high school. The Finance Officer processes, maintains, and oversees all financial operations related to accounting, financial reporting, and budgeting to ensure that the school's finances are managed efficiently and transparently.

### **JOB FUNCTIONS AND RESPONSIBILITIES**

- Budgeting – the Finance Officer manages the budget which includes forecasting future income and expenses, creating budgets and balance sheets, and ensuring that spending is within budget limits.
- Accounting – the Finance Officer conducts and oversees all financial transactions, including issuing payments, collecting debts, and preparing payroll.
- Financial Reporting – the Finance Officer prepares financial reports which provide an overview of the school's financial status and performance.

### **QUALIFICATIONS AND EXPERTISE REQUIRED**

- Must have a bachelor's degree in finance or accounting, or an equivalent combination of education and experience.
- Must have a minimum of five years experience conducting and overseeing full-cycle financial transactions, including issuing payments, collecting debts, and preparing payroll.
- Demonstrated experience in financial reporting.
- Must have a thorough understanding of accounting principles.
- Strong analytical and problem-solving skills.
  - Strong computer skills including proficiency in using the following: *Sage 50 Pro Desktop*, *Excel* (Intermediate to Advanced skills – pivot tables, vlookups, import data, etc.), *Outlook*, and *Word*
- Effective time management and organizational skills.
- High level of adaptability with changing priorities.
- Must be proficient in English, both writing and speaking.
- Must have the ability to maintain strict confidentiality.
- Ability to work independently and with others.

### **ADDITIONAL CONTEXT FOR THE POSITION**

- The Finance Officer works year-round with varying workload during the year.
- The Finance Officer communicates regularly with parents regarding financial matters such as tuition fees, etc. It is important that communication is done in a professional and respectful manner.
- The Finance Officer works in a Catholic high school and must be respectful of the practice and expression of the Catholic faith by the students, teachers, parents, and the rest of the school community.

**REPORTS TO** - The Finance Officer reports to the School Principal.

**PAY RATE:** \$30.50 - \$34.50 per hour

**PLEASE SUBMIT A RESUME AND COVER LETTER ON OR BEFORE FRIDAY, MAY 30, 2025 to MR. JEFF LE SAGE, PRINCIPAL at [principal@sbdhs.net](mailto:principal@sbdhs.net)**