



Saskatchewan Distance Learning Centre

Main office:

408-5th Avenue

Kenaston, SK S0G 2N0

306-252-1000

Saskatchewan Distance Learning Centre (Sask DLC) is dedicated to providing high-quality Kindergarten to Grade 12 (K-12) online learning opportunities for students throughout Saskatchewan. We are dedicated to continuous improvement and growth, leadership at all levels, academic excellence, and a strong, cohesive culture. This is accomplished through providing learning opportunities that are responsive to students, families and communities while meeting the needs of our growing and diverse province.

Financial Analyst/Accounting Manager

Saskatchewan Distance Learning Centre requires a permanent full-time Financial Analyst/Accounting Manager within the Corporate Services Department of Sask DLC. The position will commence in mid-June 2024, or an agreed upon date with the successful candidate and is located at our Regina Administrative Office.

Sask DLC is a newly formed Treasury Board Crown Corporation in Saskatchewan, created to deliver high-quality and equitable online learning programs to students across the province. Sask DLC's head office is located in Kenaston, with an administrative office in Regina, and nine regional campuses located in Swift Current, Moose Jaw, Estevan, Yorkton, Saskatoon, Nipawin, Prince Albert, Neilburg and La Ronge. Sask DLC delivers online education to full-time K-12 students and part-time high school students attending schools across the province.

Financial Analyst/Accounting Manager Accountant Responsibilities

Reporting to the Director of Finance you will:

- Set up and administer accounting systems; examine accounting records, financial accounts, etc., prepare financial information (i.e., schedules, statements, reports); and provide financial, business, advisory, interpretative, consultative and research services covering a wide range of financial accounting initiatives;
- Utilize your financial skills and knowledge of accounting standards to analyze and concisely explain financial matters both verbally and in writing;
- Will perform and review journal entries;
- Oversee day to day accounting functions which includes various accounts payable and accounts receivable activities, general ledger maintenance, adjustments and accruals, monthly reconciliations and year-end procedures and processes;
- Evaluate changes and recommend new accounting policies, procedures, and practices to ensure proper controls and risk mitigation, quality assurance, workflow efficiencies, and reporting mechanisms in response to legislative, policy, program, and system changes;
- Recommend and/or monitor key financial internal controls to ensure public funds are fully accounted for;

- Analyze results, perform variance analysis, identify trends and make recommendations for improvements;
- Prepare monthly reports, annual financial statements, quarterly financial statements, monthly forecasts and an annual budget for Sask DLC;
- Respond to inquiries received from staff, management, auditors and provide information and explanations in relation to statements, reports, documentation including briefing materials, etc.;
- Verify the work of others and/or occasionally supervise others (i.e., accounting clerk and/or administrative staff). Create training guides for others on various topics as needed.

Background and Competency Requirements

The ideal candidate will be organized, logical and attentive to detail as well as approachable and professional when dealing with internal and external stakeholders.

In addition, we require:

- The successful candidate will demonstrate their ability to be an effective problem solver with excellent oral and written communication skills and strong organizational and time-management skills with meeting deadlines.
- Knowledge and experience required is obtained through a university degree in accounting, business administration or commerce majoring in accounting, supplemented with a Chartered Professional Accountant designation or someone in process of pursuing this designation.
- Candidates are asked to clearly describe in their cover letter and resume where they have acquired the required knowledge and the skills required for success in this position.

What We Offer

Sask DLC provides a work environment that is committed to upholding the values of Respect and Integrity, Serving Citizens, Excellence, Innovation and Acting as One Team.

Sask DLC is committed to workplace diversity which reflects the diversity of the students and communities we serve. Applications are encouraged from First Nations and Métis candidates.

Sask DLC offers an attractive compensation package that includes a competitive salary (MCP07 with an annual salary range of \$84,588 to \$109,980), comprehensive health and dental benefits, and a pension plan. Salary can be negotiated based on experience and educational background.

To Apply: Interested applicants are invited to email a resume with a cover letter and contact information for at least three professional references to:

Sask DLC Human Resources
humanresources@saskDLC.ca

Any questions regarding this position can be directed to:
 Shandel Jones
 Director of Finance
 Saskatchewan Distance Learning Centre

shandel.jones@saskDLC.ca

The application deadline is May 23, 2024.

*We thank all those who apply for this position; however, only those selected for an interview will be contacted. *The successful candidates will be required to submit a satisfactory criminal record check (vulnerable sector) as a condition of employment.