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**Position/Title:** Business Manager III **Dept. /School:** Facility Services & Learning Technologies

**Pay Grade:** 9

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**Reports to:** Director, Facility Services & Director, Learning Technologies

**Incumbent:** Vacant

### **Function and Purpose of Position**

The Business Manager's primary responsibility is to ensure the financial dimensions of the departments are run in a positive and efficient manner. This position is under the supervision of the Director of Facility Services and Director of Learning Technology. The Business Manager has primary responsibilities in the following areas:

- Preparation, monitoring, and reporting on Facility Services operating budget, Learning Technologies budget, and Technology Integration budget (Evergreen items).

<b>Activity A: Financial Responsibilities (Operating)</b>
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<b>60%</b>
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- Participate with the Facility Services Management team and Learning Technologies director in establishing annual operating budgets.
- Prepare preliminary spreadsheets for budget planning in advance of Government funding announcements.
- Prepare, enter and balance all funding in web based budget program.
- Verify all staffing and benefits are correct in budget program.
- Verify all revenue expectations are correct in budget program.
- Verify and code monthly invoices for Learning Technologies.
- Collect, code, review monthly purchase card expenditures by web-based banking.
- Prepare all necessary back up for Board presentations.
- Enter and balance any changes to the budget after reviews.
- Prepare final spreadsheets for staff for the New Year.
- Prepare monthly spreadsheets and analyze budget to actual to ensure departments stay within approved budgets.
- Circulate monthly financial reports to Management team prior to operations meeting.
- Business Manager completes all journal vouchers, deposits and accruals that are necessary to complete the month end procedures by Financial Services. This activity must be completed by the first working day after month end.
- Liaison with Financial Services.
- Coordinate the preparation of the budget, provide pertinent financial data to administration, and make recommendations concerning the setting of budget priorities.
- Monitor spending and provide reports to administration, making recommendations with respect to increased efficiencies.

**Activity B: Miscellaneous Administrative Activities****20%**

- Prepare cheque request for quarterly payment of Capital lease with SCA & SCE/New Horizon
- Ensure funding received from AI to cover Capital leases.
- Process all invoices with department PO's attached to verify they are linked to appropriate budget account with proper approvals.
- Monthly reconciliation of School rental revenue with RIS.
- Monitors and prepares entries to proper GL accounts for all lease revenue received.
- Responsible to ensure all municipal taxes are correct and paid in a timely fashion.
- Creates and processes monthly invoice to Colliers for costs EIPS has incurred for Trillium Center
- Create cheque request for monthly budget amount to Colliers for Trillium Center.
- Create cheque request for monthly budget amount for all EIPS leases.
- Electronically verify receipts of purchases/contracts in RIS System to approve payables for payment.
- Ensure purchases comply with EIPS purchasing guidelines and signing matrix.

**Activity D: Yearend Activities****10%**

- Business Manager ensures all materials and services received by departments are invoiced or prepares accruals for yearend.
- Business Manager prepares working papers on all account related to Facility Services as requested by Financial Services.
- Business Manager is responsible to answer all related questions from external auditors and provide requested backup.

**Activity C: Payroll (Learning Technologies only)****5%**

- Complete payroll using RIS for department staff.
- Track and verify all payroll information.
- Code staff absences as per policy.
- Prepare payroll report and submit to Director for verification and signature before submitting to Payroll Department.
- Maintain staff records.
- Gather documentation needed to support absences (e.g. doctor's certificate),
- Monitor overtime and extra time and advise Director as well as guide and advise department staff in coding overtime and extra time.
- Advise staff using RIS Employee Inquiry to inform them of their vacation, overtime and extra time hours.

**Activity E: Financial Responsibilities (Capital & IMR)****5%**

- Yearend report has to be reconciled with RIS financial system prior to submission to GOA.

## **EDUCATION AND EXPERIENCE**

- Education: Two year diploma in business/accounting or equivalent.
- Experience: Three to five years' experience in progressively more responsible accounting related experience.

## **KNOWLEDGE, SKILLS AND ATTITUDES**

- Ability to communicate effectively, both oral and written.
- Excellent ability to interact with various personnel at all levels in a respectful manner.
- Ability to plan and organize work effectively.
- Strong computer skills including comprehensive knowledge of Microsoft Office Suite (Advanced Excel, Word, Cayenta, and Cognos experience).
- Ability to work within tight timelines and adapt to change.
- Team player.
- Deal with confidential material in a discreet manner.
- Knowledge of full cycle accounting; includes A/P, A/R and payroll processed.
- Ability to identify problems and develop solutions.
- Participate, encourage and support a positive team environment.

## **DECISION MAKING**

- Determine the coding of account payables and receivables for budget purposes.
- Prioritize workload; balance assignments to meet deadlines.
- Determine how to best utilize the available computer technology to achieve effective results in the preparation of reports.
- Interpret policies and procedures

## **WORKING WITH OTHERS**

- Employees within Facility Services
- Finance Department
- Contractors
- Vendors
- Lessors/Lessees

## **PHYSICAL DEMANDS**

Intense concentration, continuous sitting and use of a computer are required to perform duties.

## **WORKING CONDITIONS**

Work is located in a comfortable area with little exposure to unpleasant conditions and little physical discomfort.

## **ADDITIONAL INFORMATION**

The Business Manager must agree to respect the confidentiality and personal integrity of students, parents, contractors, bus operators, and other staff.