

# Superintendent of Finance and Administration

The Ottawa Catholic School Board is seeking an experienced leader to assume the role of Superintendent of Finance and Administration.

Covering an area of approximately 2,900 square kilometres, the Ottawa Catholic School Board is an all encompassing urban, suburban and rural board located in Eastern Ontario. With a full-time equivalent teaching and non-teaching staff of over 4,600 and an Operating Budget of \$548,621,000, we operate 83 schools (67 elementary, 1 intermediate, and 15 high schools) as well as one adult high school and four adult education centres. We are nationally recognized for our commitment to innovation, collaboration, and creativity. We provide a distinctive Catholic education with a special emphasis on student success and spiritual growth to approximately 42,900 full-time students.

Reporting to the Director of Education as part of the senior management team, the Superintendent of Finance and Administration is responsible for Finance, Accounting, Payroll, Budget, Cafeteria services, Supply Chain and Risk Management, Audit Committee support, Regional Internal Audit services and representation on the Ottawa Student Transportation Authority consortium. The Superintendent will also serve as Assistant Treasurer of the Board.

The ideal candidate will possess, or be eligible to obtain, a Business Supervisory Officer's Certificate (pursuant to Regulation 309 of the Education Act), along with a relevant post-secondary degree and professional accounting designation. The candidate will bring several years of progressive business leadership experience, preferably in the education sector or broader public sector. The ideal candidate will have a strong commitment to educational programs and services that respect and uphold the values of Catholic education in Ottawa and throughout the province of Ontario, along with excellent interpersonal, communication and management skills, and the demonstrated ability to work effectively with trustees, senior staff, the general public, partners and Ministry of Education officials.

Interested applicants are asked to submit a detailed resume, a cover letter and a list of three references (who will not be contacted without prior consent) to the Director of Education, Denise Andre, at the address noted below or by e-mail to [director@ocsb.ca](mailto:director@ocsb.ca) by October 26, 2018.



Catholic Education Centre  
Office of the Director  
570 West Hunt Club Road  
Nepean, Ontario K2G 3R4



*All applications will be acknowledged by email; however, not all applicants will necessarily be interviewed.*

Pursuant to the Accessibility for Ontarians with Disabilities Act, (AODA), if you require accommodation at any time throughout the application process, please contact Stephanie Dunne, Directorate, 613-224-4455 ext. 2272 or via email at [Stephanie.dunne@ocsb.ca](mailto:Stephanie.dunne@ocsb.ca) prior to the posting closing date so that appropriate arrangements can be made.



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