



Finance and Operations Specialist

Job Description

The Organization

STEM Innovation Academy is a new grade 7-12 public charter school that offers programming that is unique in Alberta. The STEM Innovation Academy provides a well-rounded education with an emphasis on STEM topics - Science, Technology, Engineering and Math. We have a global focus and the program prepares students to be innovators and problem solvers. Not only do we infuse the existing science curriculum with leading edge content, we are creating new courses that allow students to explore topics like artificial intelligence, medical technology, cryptocurrency, digital media and design, and energy and environmental technology. We are global in focus. Recognizing technology is the future of every industry, we work with post-secondary institutions and industry to ensure our content is leading-edge. Hands on learning opportunities are important, and our maker space and creative spaces allow students to explore.

The Position

The Finance and Operations Specialist will be responsible for assisting in day-to-day operations of the Society and the maintenance of financial systems and records, and ensuring accounting structures comply with PSAB standards as well as District and Alberta Education policies and guidelines, as well as including:

- Administering the purchases, payables and payments cycle, including maintenance of the purchase order system, ensuring payables are disbursed on-time and accurately, and reconciling monthly credit card transactions;
- Compiling data and completing reports to government and other key stakeholders, including but not limited to budget, GRE, financial statements, utilization reports and analysis;
- Implementation of accounting and finance related software;
- Organizing file folders and maintaining accurate database information within MS Teams;
- Coordination of meetings and preparation of meeting minutes; and
- Other duties as assigned.

The position reports directly to the Director of Finance and Operations.

The Candidate

The successful applicant will possess:

- A high degree of technical knowledge of financial systems and budget management;
- Excellent Excel skills;
- Good organizational skills and high degree of self-motivation;
- Strong leadership and problem-solving skills with the ability to make decisions; and
- Positive management and interpersonal style for people and issues.

Education

- Post-secondary training in business management or an equivalent combination of education, training, and experience; and
- A minimum of five years' experience in a comparable financial position, preferably within the education sector.



Crucial Skills

- Knowledgeable and supportive of education, culture and issues;
- Ability to work positively and productively with Alberta Education on behalf of the Society; and
- Commitment to supporting a variety of educational programs.

Fiscal/Organizational Management

- Demonstrates strengths in planning, delegating, time management, and ensures successful completion of tasks;
- Is able to work collaboratively to optimize financial operations to provide optimum learning opportunities for students; and
- Recognizes and is knowledgeable and compassionate about the roles of employees.

Individual Qualities

- Respectful and inclusive of diverse individuals, families learning communities and staff;
- Approachable – good listener, cooperative, engaging and enjoyable to work with; and
- Action-oriented – motivated and qualified to make beneficial change.

The Total Compensation

Salary: Commensurate with experience (base salary starting at \$64,000)
Benefits: Work calendar similar to the school's (Christmas break, spring break, summer break)
Participation in the school's benefits program
RRSP contribution

Candidates are asked to provide: (i) a cover letter, (ii) a resume and (iii) contact information of their professional references. We thank all applications for their interest, however, only those selected for an in-person interview will be contacted.

Please apply through the Apply to education portal: <https://www.applytoeducation.com/>

Closing Deadline – May 3, 2023 at 1300h MDT.