



COMMISSION SCOLAIRE CENTRAL QUÉBEC  
CENTRAL QUÉBEC SCHOOL BOARD

**Approved minutes of the special meeting of the Council of Commissioners of the Central Québec School Board held on Monday, April 27, 2015 at 5:00 p.m. by telephone at the Board Office, 2046, chemin St-Louis, Québec (Québec) G1T 1P4.**

**Present:**

Heather Clibbon	Commissioner (by telephone)
Debbie Ford-Caron	Commissioner (by telephone)
Sara Downs	Commissioner (by telephone)
Wyna Marois	Commissioner (by telephone)
Stephen Pigeon	Director General
Jean Robert	Vice-Chairman
Jo Rosenhek	Commissioner (by telephone)
Jo-Ann Toulouse	Commissioner (by telephone)
Aline Visser	Commissioner (by telephone)

**Absent:**

Isabel Béland	Parent Commissioner
Stephen Burke	Chairman
Christian Falle	Parent Commissioner
Chantal Guay	Commissioner
Kevin Jack	Commissioner
Stephen Nellis	Parent Commissioner
Esther Paradis	Commissioner
Patsy Poulin	Parent Commissioner

**In attendance:**

Pierrette Laliberté	Director of Human Resources
Patti L. Moore	Secretary General

**15-04A.01 Call to order**

The Vice-Chairman called the meeting to order at 5:02 p.m.  
It was noted that the Vice-Chairman, the Director General, the Director of Human Resources and the Secretary General were present at the Board Office and that there was quorum.

**15-04A.02 Approval of the agenda**

It was MOVED by J.-A. Toulouse, SECONDED by A. Visser and UNANIMOUSLY RESOLVED; THAT the agenda be approved as circulated.

**15-04A.03 Public question period**

No public was present.

**15-04A.04**     **Replacement of the Director of Financial Services, Buildings and Equipment: Job Description and Posting**

WHEREAS the Director of Financial Services, Buildings and Equipment has indicated his intention to retire;

WHEREAS the Human Resources Department has prepared a timeline for the replacement of the Director of Financial Services, Buildings and Equipment;

WHEREAS the job description was last reviewed and officially approved by the Council of Commissioners in 2009;

WHEREAS the job description has not changed since that time;

It was MOVED by J. Rosenhek, SECONDED by W. Marois and UNANIMOUSLY RESOLVED; THAT the Council of Commissioners accept the job description and posting for the position of Director of Financial Services, Buildings and Equipment as in **Appendices 1 and 2** to the minutes.

**15-04A.05**     **Creation of a Selection Committee: Position of Director of Financial Services, Buildings and Equipment**

WHEREAS the Director of Financial Services, Buildings and Equipment has indicated his intention to retire;

WHEREAS the Human Resources Department has prepared a timeline for the replacement of the Director of Financial Services, Buildings and Equipment;

WHEREAS the job description has been approved by the Council of Commissioners;

It was MOVED by D. Ford-Caron, SECONDED by S. Downs and UNANIMOUSLY RESOLVED; THAT the Selection Committee for the position of Director of Financial Services, Buildings and Equipment be composed of the Chairman, the Director General and Commissioners K. Jack, Aline Visser, S. Downs and J. Robert as substitute.

**15-04A.06**     **Public Question period**

No public was present.

**15-04A.07**     **Adjournment**

The meeting was ADJOURNED at 5:12 p.m. on a MOTION by J.-A. Toulouse, SECONDED by A. Visser.

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Patti L. Moore  
Secretary General

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Jean Robert  
Vice-Chairman

**CENTRAL QUÉBEC SCHOOL BOARD  
LA COMMISSION SCOLAIRE CENTRAL QUÉBEC**

**JOB DESCRIPTION**

POSITION: Director of Finance  
REVIEW DATE: January 14, 2009  
FOR APPROVAL: Council of Commissioners' meeting of January 16, 2009

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***GENERAL STATEMENT OF RESPONSIBILITIES AND DUTIES:***

The Director of Finance will plan, organize and direct the development and implementation of the Central Québec School Board's accounting system, prepare and review the yearly budget and projected capital investments. He or she will assist the director general presenting the information to the Board as to provide the best possible educational services with the financial resources available. The Director of Finance will supervise the accounting and budget control activities. The incumbent may be asked to share in the direction of dossiers pertaining to other departments.

**ESSENTIAL FUNCTIONS:** Essential and other important responsibilities and duties may include, but not be limited to the following:

1. Plan, organize, direct and evaluate the work of the Financial Department.
2. Ensure the timely preparation and reporting of quarterly financial results for School Board operations and monthly reports for each school in accordance with generally accepted accounting principles, federal and provincial regulations, financial reporting standards within the MELS' budget parameters and the Budget Management Process Book.
3. Ensure the preparation of annual budgets and periodic forecasts within prescribed timelines.
4. Develop, implement and monitor a system of internal control processes and procedures to ensure the integrity of all financial functions within the budget rules and regulations.
5. Oversee the functional areas of General Ledger Accounting, Payroll, Accounts Payable and Receivable, Purchasing, Tax Reporting (GST & PST) on behalf of the schools and the School Board.

6. Monitor, evaluate and provide advice to schools and the School Board regarding their financial performance as a function of their budget forecast.
7. Submit recommendations on budget allocation transfers.
8. As a member of the Administrative Council, participate in the development of Strategic Plans and programs for the schools and the School Board.
9. Evaluate and provide advice on the financial impact of long-term planning, introduction of new programs and business strategies as well as federal and provincial regulatory changes.
10. Provide timely and accurate analysis of budgets, financial reports and trends to the Administrative Council and School Principals.
11. Ensure minimum cash availability to meet the operating needs of the School Board.
12. Evaluate and provide advice to the Administrative Council on issues pertaining to payment of contracts and any other business agreements into which the School Board may enter.
13. Negotiate with financial institutions and contractors.
14. Establish effective and professional relationships with the Administrative Council, School Principals, the MELS, other School Boards and various Associations.
15. Represent the School Board at various meetings (MELS, Regional Tables, etc.)
16. Carry out special financial or statistical research or analytical studies to assist the School Board in the development of new policies and the planning of new or revised programs.
17. Provide the School Board with a cost impact resulting from proposals under collective bargaining agreements for employees.
18. Review the procedure manual for use in areas of assigned responsibilities.
19. Assist external auditors.
20. Manage the School Board insurance programs.
21. Review all travel reimbursement claims in conformity with the School Board Policy.

22. Advise the Director General regarding any financial matters which may need special attention.
23. Approve expenditures up to a given limit as per the Delegation of Powers.



COMMISSION SCOLAIRE CENTRAL QUÉBEC  
CENTRAL QUÉBEC SCHOOL BOARD

April 30, 2015

Posting #	3217
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**DIRECTOR OF FINANCE**  
**With responsibilities for Buildings & Equipment**

**Regular full-time position**

The Central Québec School Board (CQSB) offers English-language education in the Capitale nationale, Mauricie, Saguenay-Lac St-Jean, Thetford Mines, Chibougamau and Schefferville regions. The CQSB proudly serves an elementary, secondary, adult and vocational education population of approximately 5,000 students with a total annual budget nearing 60 million dollars. The CQSB is recognized provincially as an innovative leader and offers a work environment that is both motivating and enriching.

**DUTIES AND RESPONSIBILITIES**

Reporting to the Director General, as the regular full-time Director of Finance, you will develop and maintain financial strategies for the benefit of the Central Québec School Board, oversee financial control, accounting and budget administration, establish and/or improve control procedures and optimize the use of information technologies. You will also have the responsibility of establishing and maintaining close contact with various regulatory agencies, other School Boards and the Ministry of Education. As a member of the Senior Management Team, you will be asked to collaborate in the development, implementation and monitoring of the School Board's Strategic Plan. Additionally, you will be asked to assume responsibilities for Buildings and Equipment and oversee the running of this service. Due to the small size of the Central Québec School Board, you may be asked to share in the direction of dossiers pertaining to other departments.

**QUALIFICATIONS**

You will have 8 years of relevant management experience in the field, a University Degree or the equivalent in a relevant discipline with appropriate professional certification (CA, CMA or CGA). Ideally, you have a broad base knowledge and/or background in Buildings and Equipment as well as Information Technology. You will be proficient in oral and written English and in French. You are self-motivated, flexible and organized with sound analytical skills, and problem-solving abilities. Your interpersonal and collaborative skills will enable you to lead and inspire your team as well as interact with various stakeholders.

**SALARY SCALE AND WORKING CONDITIONS**

Effective April 1, 2015, the salary scale is: \$71,838 - \$95,783 plus a comprehensive benefit package, in line with the regulations governing the working conditions of Senior Staff of School Boards. The forecasted starting date for this position is September 2015 and the place of work is Quebec City.

**APPLICATION:**

Interested candidates must submit a letter of application along with their curriculum vitae, both in French and in English, in strict confidence by May 9, 2015 at 4:30 p.m. to:

Selection Committee  
C/O: Ms. Pierrette Laliberté, Human Resources Director  
Central Québec School Board  
2046, chemin Saint-louis  
Québec, Québec G1T 1P4

E-mail: [lalibertep@cqsbc.ca](mailto:lalibertep@cqsbc.ca)

*The job description is available upon request.*

*The CQSB thanks all candidates for their interest; however, only those selected for an interview will be contacted. The Central Québec School Board is an equal opportunity employer.*