



STUDENT TRANSPORTATION
CHILD CARE
ENERGY & ENVIRONMENTAL
COMMUNITY USE OF SCHOOLS

Chatham-Kent Lambton Administrative School Services (CLASS)
Invites Applications for the position of:

Finance Administrator

Chatham-Kent Lambton Administrative School Services (CLASS) is a shared services organization owned equally by the Lambton Kent and St. Clair Catholic District School Boards. Our organization provides shared services in student transportation, community use of schools & childcare.

This is a CLASS Employee Group (CLASSEG), 35 Hour per week position based at our Wallaceburg office with no remote working options. Salary range \$80,813 - \$95,073 and includes a competitive benefits plan through a provincial benefits trust plan (extended health, dental, life insurance, AD&D) and enrollment in OMERS (Ontario Municipal Employees Retirement System) pension plan. Learn more about CLASS: www.cklass.ca.

POSITION SUMMARY:

Reporting to the CLASS General Manager, the Finance Administrator supports the smooth and efficient functioning of the CLASS office, while overseeing a wide range of administrative, organizational, and financial responsibilities including accounting, payroll, purchasing and human resources (HR) support services for all business units.

The successful candidate will handle sensitive matters with discretion, support coordination of projects and events, and contribute to the operational and strategic goals of the organization in partnership with colleagues and external stakeholders. The Finance Administrator will also support and maintain all systems required to provide these functions, including accounting and payroll software.

The Finance Administrator is responsible for developing, analyzing, coordinating and monitoring the CLASS annual budgets; preparing, developing and presenting financial reports; providing analysis, identifying risks, variances, cost saving opportunities and supporting decision making; administering the processing of payroll and vendor invoices, billing and collecting lease and transfer payments and monitoring the status of payments through Financial Information system (FIS); preparing monthly reports & reconciliations. In addition to overseeing Health & Safety (H&S) requirements, this person will also assist the General Manager with confidential matters; research, analyze and synthesize material on behalf of the General Manager and provide support for special projects.

RESPONSIBILITIES:

- Provide support to all business units, assisting CLASS General Manager in the development and maintenance of accurate financial information for the operational budgets, general ledger and financial statements;
- Plan, develop and prepare the annual operating budgets for each unit;
- Monitor and analyze expenditures, budget variances, revenue items, year-end projections ensuring accuracy and completeness of financial data;
- Accountable for financial system process improvements, monthly analysis of financial/budget information reports and overseeing organization record retention;
- Responsible for organizational procurement including compliance with Broader Public Sector procurement directives and identify and suggest areas for financial and procurement efficiencies by evaluating them on a continuous basis;
- Prepare all working papers and financial information for the annual review of the financial statements by the external auditors under tight timelines
- Act as lead liaison during the year-end financial review or audit process including coordinating with the Boards to ensure comprehensive, effective and accurate financial reporting requirements are met for both stakeholder groups;
- Prepare year-end proportionate consolidation working papers for each Board's financial statements;
- Export billing data from transportation software, calculate fuel escalation / deescalation and reconcile invoices from student transportation service providers;
- Responsible for completing month end tasks including account reconciliations, journal entries, member board invoices, lease billing, stakeholder payment requisitions, purchasing card reconciliation, processing vendor payments including Electronic Funds Transfer (EFT) and monthly HST reconciliation and remittances;
- Process staff payroll on a bi-weekly basis including monthly remittances, year-end reporting requirements, benefit and pension administration, annual reconciliation and return, and payroll compliance and legislation requirements;
- Oversight and administration of banking related activities including banking agreements, signing authorities, purchasing card program, deposits, cheques etc.
- Analyze and verify expense allocation for all administrative and operational expenses to ensure accurate allocation of costs to each member board;
- Maintain & update the procurement calendar and ensure compliance related matters are collected for service agreements;

- Oversight, administration, maintenance and adoption of modern workflow platforms that will support all business units;
- Assist in the development and lead the refresh process for policies & procedures;
- Research, make recommendations and lead implementation of a Customer Relationship Management (CRM) or Enterprise Resource Planning (ERP) platform to enhance organizational service support, integration and efficiencies;
- Oversee office facilities, supplies, inventories, furniture & equipment, security and maintenance;
- Prepare reports as required for CLASS Governance Committees, Ministry of Education, and other ad hoc reporting as needed ensuring compliance with legislative requirements of various governing agencies including legal matters;
- Assist with gathering information / analyzing data and preparing reports for all business units as required, including components for Ministry mandated reporting;
- Prepare business cases, statistical models, forecasts to support strategic decision-making and coordinate with business units to prepare CLASS Annual Report;
- Provide HR-related support such as managing the CLASS staff absence & vacation tracking process and maintaining confidential personnel files;
- Coordinate Health and Safety committee meetings, professional development, safety training, etc. as directed by CLASS General Manager;
- Exercise discretion, sound judgment, and problem-solving abilities in handling sensitive or urgent matters, and;
- Must have a flexible approach to work schedule & duties, be able to work extended hours when required at peak times and assume other duties as assigned.

QUALIFICATIONS:

Education

- Degree in Business, Accounting, Finance, Management or an equivalent combination of education and work experience in a comparable role for an organization of similar size as deemed by the interview team;
- Preference given to individuals with Canadian Payroll Association certification or Certified Payroll Practitioner (CPP) designation.

Desirable Assets:

- One (1) of the following Professional Accounting designations: Chartered Professional Account (CPA);
- Knowledge of Canadian Public Sector Accounting standards and principals, understanding of the Ministry of Education's Core Education Funding formula;

Experience and Skills

- Three to Five years of progressive applicable accounting experience including general ledger, accounts receivable & payable, payroll, year-end processing, budgeting, financial analysis and reporting using accounting software;
- Experience submitting remittances, managing pension and benefits administration/reconciliation and in account and bank reconciliations is required;
- Advanced understanding and skills in use of financial information systems (preference with SAGE);
- Working understanding of Employment Standards Act and Human Rights Code;
- Preference given to individuals with applicable School Board financial experience, or comparable public sector / shared services organizations;
- Superior communication, analytical, research, problem solving, above average organizational skills with a high degree of flexibility;
- Excellent interpersonal skills exhibiting diplomacy and constructive team-based skills with a wide variety of stakeholders;
- Results orientated, customer centric self-starter who is comfortable working independently under minimal supervision and within a team environment;
- Sound understanding of generally accepted accounting principles, budget development, financial reporting, Board funding, including eligibility and grant calculations, and effective internal controls;
- Current working knowledge and understanding of applicable government legislation including, but not limited to: Broader Public Sector procurement directives, payroll and HST legislation within a public sector or educational context;
- Excellent technical and computer skills with sound knowledge of MS Office Applications, with an expert level knowledge of Excel and a demonstrated ability to quickly develop proficiency in custom software applications;
- Excellent organizational skills, analytical skills and attention to detail and accuracy;
- Requires a dynamic individual able to contribute to the continuous improvement of the organization through team collaboration and with various stakeholders;
- Valid Ontario driver's license and access to a reliable vehicle;
- Creative thinker and problem solver, open to new ideas with ability to effectively manage multiple priorities, and;
- A flexible approach to work schedule and duties, comfortable dealing with unpredictable workflow and functioning in a changing work environment.

CONFIDENTIALITY:

This role will have access to sensitive data (i.e. credit card, invoicing, service contracts, financial records, payroll, personnel files, business plans & strategies, budgets, student records, school board planning etc.). The successful candidate must demonstrate the ability to handle matters requiring high levels of diplomacy, sensitivity and confidentiality to conduct daily business in keeping with privacy legislation and related policies.

Qualified candidates interested in this position may submit a cover letter, resume, proof of educational qualifications and three written references from professional associates by 1:00 p.m. Tuesday August 18, 2026 to:

General Manager, CLASS
600 Gillard Street
Wallaceburg, ON N8A 4L3
Email address: careers@cklass.ca
Web Site: www.cklass.ca/Employment

We thank all applicants for their interest in opportunities with CLASS. Contact will be made with applicants whose experience and qualifications most closely match the requirements of the position. Communication with short-listed candidates will be made through the email address provided on the application.

No phone calls please. CLASS is committed to equity in employment. We will provide reasonable accommodation, based on any of the human rights protected grounds, during the hiring process if advised in advance during the application process.

Ensuring the safety of our students is essential. For this reason, as a condition of employment, all CLASS staff are required to provide an original copy of an acceptable Criminal Record and Judicial Matters Check (CRJMC) prior to the commencement of employment and maintain same every five years thereafter.