



Alberta School Boards Association – Director, Finance

Posting date: June 25, 2026

Job Opportunity #: 26-01

Position: Director, Finance

Position type: Full-Time, Management, Temporary for 15 months with possibility of extension

Location: Edmonton, AB

Classification: 5

Closing Date: Open until a suitable candidate is found

About the Alberta School Boards Association

Founded in 1907, Alberta School Boards Association (ASBA) is the provincial association supporting its 64 Public, Catholic and Francophone member school boards across Alberta, Yellowknife and Lloydminster. ASBA is a private not-for-profit corporation established by the Alberta School Boards Association Act, serving members for 100+ years.

For more information, visit: www.asba.ab.ca.

About the Job

This is a unique opportunity to step into a leadership role at the heart of Alberta's education system. As Director, Finance, you will serve as a trusted advisor to the senior leadership team and Board of Directors, providing financial insight that shapes strategic decisions.

You'll lead a broad and impactful portfolio spanning financial management, risk oversight, and payroll/HR administration in a collaborative, mission-driven environment. This 15-month term offers full ownership of the finance function and exposure to Board-level governance, with the potential for future opportunities within the organization.

Reporting to the Chief Officer, Governance and External Committees, the Director, Finance provides strategic leadership and oversight of ASBA's zone and client financial operations, including budgeting, banking, investments, and financial reporting. Through strong risk management practices and internal controls, this role ensures the integrity and sustainability of ASBA's financial resources. The Director, Finance enables informed decision-making by the Board and senior leadership by delivering timely, accurate, and risk-aware financial insights. Note: This is a 15-month leadership opportunity with full accountability for the finance function and the possibility of an extension. The successful candidate may be considered for future opportunities within the organization.

Key Responsibilities

Financial Services and Reporting

- Develop, implement, and maintain financial policies, internal controls, and accounting procedures to ensure prudent financial management and compliance with accepted accounting standards.
- Oversee the preparation of monthly, quarterly, and annual financial statements, including variance analysis, for review by senior leadership and the Board of Directors.
- Lead all year-end audit activities, including coordination with external auditors, preparation of audit materials, and presentation of audited financial statements to the Board.
- Manage core accounting operations, including revenue receipt, approving invoice payments, reconciliations, journal entries, bank reconciliations, and financial record maintenance in QuickBooks.
- Administer contractor fee-for-service arrangements, membership fee collection, grant-related financial reporting, and statutory remittances (e.g., GST, CRA).
- Ensure Association and Board of Directors have sufficient insurance coverage. Manage annual insurance renewal process, Coordinate D&O general liability insurance, Lead TD benefit programs.

Financial Planning

- Design and maintain an effective budgeting framework that supports transparency, accountability, and strategic decision-making.
- Lead the development of the annual operating budget through a participatory process involving the senior leadership team.
- Develop and present budget proposals, assumptions, and recommendations to the Audit & Risk Management Committee, Board of Directors, member boards, and stakeholders.
- Direct quarterly budget monitoring and variance reporting, identifying financial risks and mitigation strategies.
- Develop membership fee schedules and support budget-related presentations to zones and members, including the Spring General Meeting.
- Advise the CEO and senior leadership team on financial implications of retained services, fee structures, and investment decisions.
- Recommend investment strategies and vehicles in accordance with ASBA's investment policies and risk tolerance.
- Attend Board of Directors' zones and client meetings as required and provide clear, accessible financial briefings.

Leadership/Team Management

- Guide the work of the finance department.
- Coach and mentor to direct report.

Supplemental Integrated Pension Plan (SiPP)

- Provision of financial administration services on behalf of SiPP.
- Budgeting, forecasting and financial reporting to SiPP Governance Board.
- Lead the annual audit activities of SiPP financial statements, liaising with external auditors.

Human Resource Services

- Oversee payroll administration, including vendor management, payroll processing, statutory reporting (T4, T4A, T4ANR), and payroll adjustments.
- Maintain systems for tracking and reporting employee entitlements, including vacation, overtime, benefits, and time credits.
- Administer pension-related responsibilities under the Local Authorities Pension Plan (LAPP), including enrolments, terminations, reconciliations, and audit requirements.
- Maintain compliance with all payroll, benefits, pension, and banking requirements.
- Manage and maintain confidential staff records and files.
- Support recruitment processes through preparation of employment contracts, extending offers of employment.
- Support employee onboarding and orientation, ensure compliance with legislatively required training.
- Support CEO and COO on HR matters, as required.

Risk Management and Internal Control

- Embed a risk management lens into financial policies, procedures, and decision-making processes.
- Develop, maintain, and monitor a financial risk register to support informed leadership and Board oversight.
- Maintain appropriate segregation of duties, approval authorities, and ensure internal controls are in place and operating effectively.
- Provide risk-informed financial advice to senior leadership and the Board to support sustainability and compliance.
- Support senior leadership with business continuity planning.



Continuous Improvement of Financial Processes

- Identify and implement opportunities to improve financial systems, workflows, and reporting processes.
- Strengthen financial data quality, timeliness, and usability to support organizational decision-making.
- Promote consistent, efficient, and well-documented financial practices across the Association.
- Monitor and strengthen internal controls.

Cross Functional Responsibilities

- Backup to the Finance Assistant.
- Support Chief with external committees as needed.
- Perform other duties as required or assigned.

Qualifications

- A bachelor's degree in business or commerce is required.
- A professional accounting designation (e.g., CA, CPA) in good standing is required.
- A minimum of ten (10) years of progressively responsible professional experience is required; prior people management or supervisory experience is considered an asset.
- Experience with governance boards or not-for-profit is considered an asset.
- Clear credit and police record checks are required.
- Prior experience with financial management, budget preparation, monitoring, and leading provision of accounting services is required.
- Familiarity with ASNPO: Accounting Standards for not-for-profit organizations is considered an asset.

Knowledge, Skills and Abilities

- Demonstrated leadership and people management skills, with the ability to lead, coach, and collaborate effectively within a team-based environment.
- Strong interpersonal and communication skills, with the ability to clearly explain complex financial information to non-financial audiences, including senior leadership and Board members.
- High level of professionalism, judgment, and integrity in handling confidential and sensitive financial matters.
- Advanced proficiency in Microsoft Office applications, particularly Excel, Word, and PowerPoint, to support financial analysis, reporting, and presentations.



- Working knowledge of accounting and financial management software, including QuickBooks Online, and familiarity with Adobe applications used for documentation and reporting.

Assets (Supplementary to Core Competencies)

In addition to the core competencies, the following would be considered assets:

- French language proficiency
- Experience in:
 - Corporate and/or board governance
 - Records management
 - Policy development and research
 - Project management
 - Strategic and operational planning
 - Adult learning
- Strong understanding of local, provincial and federal government.
- Working knowledge of the public education system in Alberta, particularly K-12.

Benefits and Work Environment

- Hours of Work: 35 hours per week, Monday-Friday
- Work Location: 9925-109 Street, Edmonton, AB
- Hybrid work model including optional work from home days, subject to occasional in-office requirements
- Subsidized underground parking
- Supportive, collaborative team culture
- Defined benefit pension plan (LAPP)
- 13 statutory holidays, plus office closure between Christmas and New Year's Day.
- Health and wellness benefits package, including a 100% employer paid Health/Wellness spending account
- Professional development opportunities and a continuous learning culture
- Opportunities for career growth

Additional Information

- Occasional off-site work and work outside of business hours may be required.
- Out-of-town travel (within Alberta) is required at least once per year.

Compensation

A competitive compensation package, including an attractive base salary and benefits, is provided. Further details will be discussed in a personal interview.



How To Apply

Please submit your resume and cover letter (PDF or Word document only – preferably in a single document) to [hiring@asba.ab.ca](mailto: hiring@asba.ab.ca), indicating the job title in the subject line.

ASBA is committed to fostering an inclusive and diverse workplace. We encourage applications from all qualified individuals, including those from underrepresented communities.