



HURON-PERTH CATHOLIC

District School Board

Working at the Huron-Perth Catholic District School Board means being part of a talented community of staff committed to supporting Catholic education and working collaboratively to enrich the lives of all students. We invite applications for the following position:

PROCUREMENT & FINANCE OFFICER

Job Posting #0651

Reporting to the Manager of Finance, the Procurement & Finance Officer is responsible for the effective use of the Board's financial resources through the leadership of procurement and contract management in accordance with relevant policy and legislation. The Procurement & Finance Officer is an integral part of the Business department supporting finance tasks and processes; working closely with staff across the district and the broader community.

This permanent, full-time position works twelve (12) months per year and 37.5 hours per week from the Catholic Education Centre in Dublin, Ontario.

KEY RESPONSIBILITIES:

- Coordinate the procurement of goods and services in accordance with current legislation, Board policy and procedure, and industry leading practices.
- Collaborate with stakeholders to develop procurement plans and solutions, including competitive procurements, non-competitive procurements, and alternative sourcing strategies.
- Negotiate, implement, and manage contracts with vendors and partners to ensure value and compliance with privacy and data protection requirements, while minimizing risk
- Provide functional guidance to staff at all levels of the Board on procurement and contract matters, ensuring clear, consistent communication and support.
- Recommend and implement improvements to procurement and vendor management processes that strengthen Board and school operations and support student achievement.
- Prepare Ministry reporting, attestations, and compliance submissions while monitoring legislative changes and ensuring adherence to Ministry of Education and Broader Public Sector procurement requirements.
- Process employee expense claims and purchasing cards
- Support schools with school generated funds administration (SGF)
- Accounting tasks such as monthly account reconciliations, reviewing invoices and processing EFT payments
- Internal report preparation and analysis for financial decision making and budgeting
- Assisting internal and external auditors
- Effectively utilizing finance and procurement software including Microsoft Navision, School Cash, eBase; assisting with upgrades as needed
- Other duties as assigned

QUALIFICATIONS:

- University Degree, or equivalent, in the field of Business Administration, Supply Chain Management, or Commerce;
- Minimum of five (5) years of related experience, preferably in the School Board or Public Sector;
- Advanced knowledge of public procurement procedures, competitive bidding processes, applicable trade agreements and relevant legislation, particularly within the broader public sector (BPS);
- Professional designation such as Supply Chain Management Professional (SCMP), Certified Public Procurement Officer (CPPO), or equivalent certifications considered an asset;
- Highly proficient in Microsoft Excel and advanced level computer applications with the ability to use digital tools for data analysis, collaboration, reporting and presentations;
- Proven communication skills, written and oral, in a professional setting;
- Demonstrated initiative and motivation to enhance skills and knowledge;
- Strong analytical skills and attention to detail with the capacity to work independently, problem-solve and multi-task in a busy environment

The Huron-Perth Catholic District School Board offers:

- Competitive compensation (\$85,020 to \$94,476)
- Health and dental benefits through the Ontario Non-Union Education Trust (ONE-T)
- OMERS pension plan
- Paid vacation and additional approved time off
- Training and professional development opportunities, including opportunities for faith formation

If you are interested in this position:

Interested applicants are invited to apply by **4:00 p.m. on Wednesday, October 28, 2026** by submitting a cover letter, detailed resume, and three (3) professional references. Please note, that your references will not be contacted without your prior consent.

Please submit your documents to:

Human Resources
Huron-Perth Catholic District School Board
P.O. Box 70, 87 Mill Street, Dublin, ON N0K 1E0
careers@huronperthcatholic.ca

ABOUT US:

The Huron-Perth Catholic District School Board (the Board) has nurtured the development of students and families since 1847. We honour the covenant between the school, home, and parish to embrace shared leadership and the wellness of the students entrusted to our care. Located in mid-western Ontario, the Board encompasses historic Goderich and Grand Bend along the Lake Huron shoreline with Exeter, Ontario and the rich productive agricultural land of several small rural communities. The Eastern boundaries of our school system encompass the beautiful towns of Listowel, Stratford and St. Marys, Ontario and numerous beloved rural

communities in between.

The Huron-Perth Catholic District School Board welcomes 4,600 students with progressive teaching and learning strategies and the best possible resources for achievement. The Huron-Perth Catholic District School Board is fervently committed to high standards for achievement in teaching and learning. We are very proud of the quality of instruction within all schools and our commitment to inclusive learning spaces that provide differentiated opportunities for growth and development.

Please note that only those applicants selected for an interview will be contacted. The Huron-Perth Catholic District School Board is committed to equity in employment and hiring practices. Persons with disabilities who require accommodations in the application or interview process should email a request to hr@huronperthcatholic.ca prior to the posting closing date so that appropriate arrangements can be made.