



## **ASSISTANT SECRETARY-TREASURER/CONTROLLER**

### **THE COMMUNITY AND SCHOOL DISTRICT**

From the countless pristine lakes and snow-capped mountains of the Alberni Valley, to the wonders of the Pacific Rim National Park on the internationally renowned West Coast, SD70 Pacific Rim is the largest employer in the area. We are a school district that prides itself on providing an excellent work environment for our employees, while providing world-class educational programs for our 4000 students.

### **THE POSITION**

School District 70 Pacific Rim is actively recruiting for the full-time excluded position of Assistant Secretary-Treasurer/Controller, responsible for assisting the Secretary-Treasurer with the management of financial, payroll, accounting, and purchasing services. This includes facilitating budget processes; conducting financial analysis and preparing financial and Ministry of Education reports; developing and implementing effective controls for accounting, payroll and data management systems; managing those systems and maintaining accurate and current records.

The Assistant Secretary-Treasurer/Controller will also provide leadership and supervision to Accounts Payable and Payroll staff; and, oversee the training and professional development of all the casual clerical staff in the District relating to finance and student information.

The District has an annual operating budget of over 41 million and responsibility for a facilities budget of over 1 million. This position offers a rewarding and motivating work environment, as effective financial management supports the achievement of personal excellence for all member of the District's learning community.

### **RESPONSIBILITIES WILL INCLUDE THE FOLLOWING:**

- Assisting with the operating budget preparation and provides periodic reports to the Secretary-Treasurer on the comparison of budget to actual expenditures;
- Preparing the annual financial statements and the quarterly GRE reports and coordinating the annual audit;
- Establishing and maintaining financial systems and internal controls in accordance with generally accepted accounting principles and Ministry of Education requirements;
- Liaising with management and district staff on the provision of financial information and preparing a variety of financial reports for School District departments.

### **THE SUCCESSFUL APPLICANT WILL HAVE:**

- Recent post-secondary coursework in a relevant discipline and completion (or near completion) of the CPA Accounting program (CA, CGA or CMA);
- Minimum of three years' experience in a financial reporting/supervisory position within a public

or private organization, preferably in public education;

- Excellent interpersonal communication and team-building skills with the ability to build strong working relationships with individuals at all levels in the organization;
- Experience working and managing a team within a unionized environment is desirable;
- Thorough working knowledge of computer applications and information technology as they relate to school district or public sector finance;
- Strong initiative and problem-solving skills relating to financial data and reports.

As a senior position within the School District, the position will have an appropriate salary and benefit package. The start date for this position is negotiable.

Applications will be accepted until 4:00pm on November 13, 2020 and are to be emailed to Barb Witte, Executive Assistant – [bwitte@sd70.bc.ca](mailto:bwitte@sd70.bc.ca)

Only those candidates who are short-listed will be contacted.