



The Board of Education of School District No. 83 (North Okanagan-Shuswap)

PO Box 129 ~ 341 Shuswap St. S.W. ~ Salmon Arm, BC, V1E 4N2 ~ Phone: (250) 832-2157

POSITION VACANCY: MANAGER OF FINANCE

The North Okanagan-Shuswap School District invites applications from individuals who are seeking a challenging and rewarding financial leadership opportunity in a vibrant and beautiful environment. The start date for the position is effective as soon as possible, however negotiable depending on the availability of the successful candidate.

Our District

The North Okanagan-Shuswap School District is a widely dispersed district which includes the five major communities of Salmon Arm, Sicamous, Sorrento, Enderby, and Armstrong. The school district provides educational support for just over 6,500 K-12 students in twenty-four schools with a staff of more than 1,200 employees. The North Okanagan-Shuswap School District is committed to enhancing a positive work environment for staff and a dynamic, inclusive and supportive educational experience for students.

The Position

Under the general direction of the Director of Finance, the Manager of Finance is responsible for the day-to-day operation of the Finance Department. This includes providing direction and support for the accounting, payroll and benefits functions and services, and accounts payable and accounts receivable services. The incumbent coordinates district financial systems and monitors the status of individual budgets to schools and other departments, and is responsible for the maintenance and integrity of the district's accounting systems. The Manager of Finance is responsible for accurate, timely and compliant administration of the district's payroll and benefits programs for 1,200+ staff in accordance with district policies and procedures, collective agreements, and applicable legislation and regulations. The incumbent will work out of the District Education Support Centre (DESC) in Salmon Arm.

The preferred candidate will possess the following qualifications, experience, and attributes:

- Recognized accounting designation, or possess a post-secondary degree in business
- CPA Payroll Compliance Practitioner (PCP) designation or Certified Payroll Manager (CPM) designation (preferred)
- Minimum five years' experience in managing unionized staff in a complex computerized accounting department, with experience with integrated financial and HR information systems (public sector experience is preferred)
- A strong background in computer information systems and applications
- Experience in accounting and budgeting practices and year end processes
- Superior analytical and proven problem-solving skills
- Excellent communication skills, both written and oral
- Proven track record for taking initiative, leading projects, and implementing new procedures
- Strong organization, interpersonal skills, and leadership skills, with attention to detail and accuracy
- Ability to effectively assess and manage multiple priorities and meet deadlines in a challenging environment
- Ability to establish and maintain effective working relationships between departments
- Ability to identify and set priorities, organize, plan and schedule diverse tasks to ensure orderly and accurate completion of work within established deadlines
- Knowledge of privacy legislation and regulations related to payroll and benefits and ability to maintain confidentiality on all discussions with staff on all matters related to the position
- Ability to make reasoned decisions, commit oneself to a course of action, and accept responsibility
- Ability to recognize the sensitive nature and the impact of potential solutions on the organization and seek input from senior management as required
- Demonstrated willingness and ability to face sensitive employee relations situations and take the appropriate action, seeking the input of senior management as required

This is an exempt position. The salary will be commensurate with the successful candidate's training and experience and will include a comprehensive benefits package. Questions or further details regarding this position may be directed to Gary Greenhough, Director of Finance by email at ggreenho@sd83.bc.ca.

Qualified individuals are invited to apply in confidence by submitting a cover letter, resume, and the name and contact information of three professional references **by 12:00 pm on Monday, December 21, 2020** to apply@sd83.bc.ca or via [Make A Future](#). We thank all who apply, however only short-listed candidates will be contacted.