



SCHOOL DISTRICT 63 (SAANICH)

2125 Keating Cross Road, Saanichton, BC Canada V8M 2A5

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Manager of Finance and Payroll

The Saanich School District (SD63) invites applications for the position of Manager of Finance and Payroll effective March 8th, 2021.

Located on the beautiful Saanich Peninsula near Victoria, the Saanich School District serves approximately 7,100 students in eight elementary, three middle and three secondary schools, as well as two Individual Learning Centres (ILC), the South Island Distance Education School (SIDES) and the Children's Development Centre (CDC). The District employs 650 teachers, 36 principals and vice-principals, 500 unionized support staff, 18 exempt management staff all within a \$71 million operating budget.

Reporting to the Director of Finance this position is a key member of the District management team with responsibility for effective leadership of staff within the Finance and Payroll departments, coordinates accounting operations of the school district and is responsible for the accurate, timely and compliant administration of the district's payroll and benefits programs for 1,250+ staff in accordance with district policies and procedures, collective agreements, and applicable legislation and regulations.

Qualifications and Attributes

- Payroll Compliance Practitioner (PCP) Certification (or equivalent education and experience)
- Chartered Professional Accountant (CPA) designation (or equivalent education and experience)
- University degree (preferably in Business or Economics)
- Minimum five (5) years' experience in managing staff in a complex computerized payroll and benefits department, including a minimum of 3 years of experience managing a full cycle accounting environment with preference for public sector experience and experience using integrated general ledger systems

OR an equivalent combination of training and experience.

Skills and Qualities

- Advanced knowledge of spreadsheet and word processing packages
- Superior analytical and proven problem solving skills
- Excellent organizational, interpersonal and communication skills
- Strong supervision and leadership skills
- Ability to establish and maintain effective working relationships
- 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

Primary Areas of Responsibility

- Directs, supports and evaluates the work of the staff in the payroll and benefits department.
- Manages, analyzes, implements and maintains all aspects of the district's payroll system, and accompanying processes to ensure compliance with legislation, collective agreements and internal policies and procedures.
- Manages and prepares the preparation of various periodic and annual reporting, including T4s, Municipal and Teacher Pension plan service, EDAS, Executive Compensation, Statistics Canada and staffing demographics.
- Actively participates in and contributes to external sector groups, and works with peers in other districts to jointly develop payroll best practices for the K-12 sector.
- Assists the Director of Finance with school district budget processes, periodic forecasting and analysis, quarterly and year-end financial reports, statements and year-end audits.
- Works with the Director of Finance to implement procedures to ensure effective accounting and internal controls in accordance with GAAP and PSAS requirements.
- Provides training and support to district employees, where required, on the electronic attendance management system, timesheets, atrieveFinance, district General Ledger and financial processes, and the district Purchasing Card program.

How to Apply

The Saanich School District offers a competitive compensation and benefits package. Interested applicants are invited to submit an application, which includes;

- A current résumé,
- Names and contact information of at least three references who may be contacted and who are familiar with your professional performance, and
- Any other applicable supporting documents

Please submit your application to Robyn Reid, Director of Human Resources at reid@saanichschools.ca.

The deadline for applications is Monday February 1st at 10:00am.

*We thank all applicants for their interest, however,
only those selected for an interview will be contacted.*