

MANAGER, CAPITAL FINANCE

The Capital Project Office (CPO), working on behalf of the Board of Education of Surrey Schools - District #36 (SD36), is seeking a **Manager of Capital Finance** to provide financial oversight and guidance for the planning and implementation of over a billion dollars in capital construction projects over the next decade.

As the largest and fastest growing school district in BC, Surrey Schools is a progressive school district offering a wide range of educational programs and opportunities for more than 74,000 learners. The district supports more than 11,000 employees with a \$500 million operating budget. A growing district, the need for new schools and school upgrades are constant.

The Manager, Capital Finance reports directly to the Director, Capital Project Office (CPO) and is responsible for all financial functions required to support the operation of the CPO and the projects it executes. The Manager will also have a "dotted line" accountability to the Director, Finance to ensure seamless integration of the CPO work into the overall financial reporting and accountability for the District.

Major areas of responsibility include:

- Developing, implementing, and executing processes and procedures related to budgeting, financial analysis, and financial reporting for capital projects
- Provide strategic analysis and financial advice to senior management
- Minimize financial project risk through sound accounting and forecasting methods
- Coordinate the forecasting and budget setting process for capital projects
- Perform monthly budget vs actuals variances analysis for all capital projects, including cash-flow forecast reports
- Manage the accumulation and consolidation of all financial data necessary for financial statement and other reporting requirements
- Liaise with other departments in preparation and processing of procurement activity
- Assuring compliance with federal, provincial, and local laws and regulation.
- Liaise with district staff, Government, and other outside agencies

The successful candidate will have experience with public sector accounting as well as construction accounting processes including the Lien Act, and the payment certification process under CCDC contracts.

Skills and Competencies

- Demonstrated interpersonal skills
- Ability to work in a team environment
- Ability to liaise and problem solve with partners
- Attention to detail and accuracy
- Strong verbal and written communication skills

Required Certifications and Experience

- Recognized accounting designation (CPA, CMA, CA, CGA) in good standing, or equivalent experience
- 10+ years of accounting / finance experience, preferably in Capital Construction Projects
- Advanced level knowledge of Microsoft Office Suite

Other related duties as required

Interested and qualified applicants should apply at <https://bit.ly/3a1Lgf6> by 4:00 pm February 18, 2021 uploading resume and cover letter.

Please ensure to review Appendix A on the Make a Future posting for important information about specific responsibilities.

Note: Successful applicants will be required to consent to a Criminal Record search prior to employment. Only those persons selected for interviews will be contacted. To all others, thank you for your interest.