

Manager, Finance and Budgets

To engage and empower a caring, inclusive community of learners for the opportunities of today and tomorrow.

The Burnaby School District is one of the largest, most progressive and diverse urban districts in the province. The District operates 41 elementary and 8 secondary schools, plus a number of additional facilities. The District enrolls 24,000 students (K-12) and employs 4,000 dedicated employees who are committed to providing all students with a wide variety of innovative, high-quality programs to ensure student achievement in areas that include academics, athletics, trades training, visual and performing arts, social responsibility and leadership. The District also provides lifelong learning opportunities to more than 16,000 adult learners through an established Community & Continuing Education Program.

Burnaby School District invites applications from individuals interested in the following position:
Manager, Finance and Budgets.

In considering what makes Burnaby an exceptional school district, it begins with a steadfast commitment to learning and inspiring excellence. There is a commitment to core values such as: Students Come First; the Power of Diversity; Equity, Access, Inclusion; Collaboration and Partnership; Curiosity, Innovation, Discovery; and Excellence, Success, Improvement.

POSITION DESCRIPTION:

Reporting to the Assistant Secretary Treasurer, the Manager of Finance and Budgets functions as part of the Finance Team and is involved in all aspects of Finance. The Manager provides leadership and work direction to staff and is involved in business planning activities including new initiatives or projects. The Manager of Finance and Budgets is also responsible for providing budget information, financial analysis, forecasts and financial reporting as required by senior management, government agencies or other key stakeholders.

POSITION RESPONSIBILITIES:

- Provides support to the Assistant Secretary Treasurer in the preparation of the District's annual budget and other financial reports required by Senior Management and the Board;
- Reviews budgets and expenditures of departments and schools to ensure that the individual budgets are compliant with the overall district budget and is being reported in a manner consistent with the internal and external requirements;
- Prepares Ministry of Education reporting including Form 1530, 2003, Government Reporting Entity and other reports;
- Works with Human Resources to ensure adequate staffing levels are maintained and kept in line with the District's budget;
- Manages and oversees audit functions and ensures compliance to public sector accounting standards, Ministry of Education guidelines and district policies;
- Oversees account reconciliations and leads an Accounting Department staff of one Finance Officer and two Junior Accountants; and
- Other duties as assigned including assisting in maintaining the finance portal and developing finance processes and procedures.

POSITION QUALIFICATIONS:

- Graduation from a Post-Secondary business program;
- Chartered Professional Accountant designation (CPA);
- 7-10 years of progressive experience in accounting or finance with at least 3 years of supervisory experience, preferably within a large public sector organization;
- Previous experience managing large and complex budgets;
- Knowledge and experience of Enterprise Resource Planning (ERP) financial systems, excel, data analysis and reporting tools; and
- Exceptional interpersonal skills with a demonstrated ability to collaborate, build effective teams and communicate effectively at all levels.

The successful applicant will be offered a competitive salary and benefits package.

Interested and qualified applicants should apply with their cover letter, a resume with supporting documentation, and a minimum of three 3 current references, by **3:00 p.m. on March 11, 2021**. Instructions on how to apply can be found at <https://bit.ly/3q2L18u>.

Please scan your application as one PDF

Successful applicants will be required to consent to a Criminal Record Search prior to employment. Only those persons selected for interviews will be contacted.