



Manager of Finance

Full-time, Permanent Position, Effective Immediately

School District No. 27 is one of the largest employers in the Cariboo-Chilcotin Region with over 850 employees. We serve 19 Elementary; 2 Secondary schools on 3 campuses; 2 Alternate programs; and a Distance Education program, educating approximately 4600 students from Kindergarten to Grade 12 each year. We also have 7 Strong Start drop in centres that serve to introduce pre-school aged students to school. We have a diverse Board of Education, and strong leadership team who work within our Education Framework to continually increase exceptional student outcomes and increase graduation rates.

Reporting to the Secretary Treasurer or designate, the Manager of Finance leads the Districts accounting operations function including cash management, accounts payable, accounts receivable, balance sheet account reconciliations, and internal auditing.

Position Responsibilities:

- Provides support to the Secretary Treasurer in the preparation of the District's budget and financial reports
- Review budgets and expenditures at the school and department levels to ensure compliance with the overall District budgets
- Ensure financial transactions and accounting structures comply with Public Sector Accounting Standards and generally accepted accounting principles, as well as, District and Ministry of Education policies and guideline
- Manage and oversee audit functions and ensure compliance with public sector accounting standards, Ministry of Education guidelines and district policies
- Prepares Ministry of Education reports and other district reports
- Supervise finance staff and oversee school based clerical staff on all financial functions

Position Qualifications:

- CPA designation and/or have a University degree relating to business administration
- 5-7 years of progressive experience in accounting or finance with at least 2 years of supervisory experience
- Knowledge of ERP software program, advanced skill in excel, data analysis and reporting tools
- Demonstrated strong interpersonal and communication skills to collaborate and build effective teams
- school based clerical staff on all financial functions. The successful candidate must have the capability to build and maintain effective working relationship with schools and other departments.



**Board of Education of
School District No. 27 (Cariboo-Chilcotin)**

We offer a competitive salary including a comprehensive benefits package. To explore this career opportunity, please submit a letter of application and detailed resume by April 16, 2021 to:

Taryn Aumond, Manager of Human Resources
School District No. 27 (Cariboo-Chilcotin)
Email: taryn.aumond@sd27.bc.ca or Fax: 250-392-4625

The District appreciates the interest of all applicants, however, only those selected for an interview will be contacted. Successful applicants will be subject to a criminal record check.