



## School District 43, Coquitlam - Position Posting Finance Coordinator, Budgets and Analytics

This position is being advertised internally and externally concurrently.

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An exciting opportunity exists at School District 43 (Coquitlam) for the position of **Finance Coordinator, Budgets and Analytics**. As the third largest school district in the province, we are located within a 40-minute drive from downtown Vancouver. The school district has a population of 32,000 students with approximately 4,300 teaching, administrative, managerial and support staff.

Reporting to a Manager of Finance, the Finance Coordinator, Budgets and Analytics is responsible for assisting in the development of the District's budgets, primarily by performing complex analytical reviews, account reconciliations, providing general support to the finance department, and supervising clerical staff as assigned.

### **Key Duties and Responsibilities:**

Supports the Manager of Finance through the following:

- Performs analytical reviews of accounts, specifically; district salary budgets and FTE counts, variance explanation, and corrections;
- Performs account reconciliations and investigation, including the preparation of adjusting journal entries as needed;
- Prepares and maintains a variety of internal reports and spreadsheets related to functions of the position; assists with the organization of accurate budget records and files;
- Works with District staff to answer queries, problem-solve and rectify accounting and budgeting issues;
- Implements and maintains school-based accounting systems and budget-related systems;
- Supports managers by assisting with grant applications, budget preparation, budget maintenance, and subsequent reporting requirements;
- Assists the Manager of Finance during the Annual and Amended budgeted process as required;
- Prepares year end routine and ad-hoc working papers as assigned by the Manager of Finance;
- Documents business processes related to duties of the position and makes recommendations for improvement and/or enhancement;

Supervision of clerical staff within the Finance department:

- Allocates and assigns work based on department priorities;
- Ensures staff are accountable for their work and organization;
- Evaluates employee performance, provides feedback and makes recommendations to the Manager of Finance
- Participates in the hiring and training process for new clerical staff.

**Required Education and Experience:**

- Bachelor's degree in a relevant discipline (such as accounting, business administration, or finance);
- Working towards a professional accounting designation, or eligible for entry into the CPA Professional Education Program (PEP);
- Minimum of two years' experience in budget analysis or 3 to 5 years relevant work experience;
- A combination of education, training and experience may be considered;
- Experience developing and/or maintaining complex spreadsheets; preparing financial statement information and reports;
- Strong analytical skills and accuracy, including the ability to meet deadlines;
- Strong software skills, including accounting software and excel;
- Ability to establish effective working relationships with staff, including the ability to problem-solve and implement solutions;
- Excellent interpersonal and communication skills (verbal and written);
- Work experience in the public sector and/or the education sector is considered an asset.

A competitive salary is offered along with a generous benefits package. The successful applicant will be required to successfully complete two criminal record checks.

To apply, (by Wednesday, November 24, 2021, at 4:00 pm), please find application information on Make a Future at <https://bit.ly/3kj7rSP>.

Once you have completed your profile you will have access to the job postings.

*Applications will be reviewed as received. We appreciate your interest but regret that only those candidates selected for an interview will be contacted.*

The deliberations of employees, and Committees used to screen and consider job applications, shall be kept in strict confidence, and shall not be disclosed to any person except as required by law. Personal references, recommendations and evaluations collected or generated by Board employees and Committee members as part of the Board's hiring processes (other than references whose authorship and content is already known to the job applicant) shall be treated as having been supplied in confidence to the Board for the purposes of the *Freedom of Information and Protection of Privacy Act*.