

Manager of Finance/Comptroller - SD8 - Kootenay Lake

Job Description & Requirements

This posting will remain open until filled. Resumes will be reviewed every two weeks.

Imagine a pristine part of the world, filled with unparalleled beauty. Lush with outdoor and indoor opportunities, a thriving cultural presence and opportunities for young and old, the Kootenays attract people from all over the world who want to make this their home. Now imagine being part of a visionary, creative team with a focus on providing the best opportunities we can possibly create on behalf of our students. Can you see yourself thriving in this kind of environment? If so we invite you to consider joining us in our quest to be a leader in public education.

Qualified applicants are being sought for the position of Manager of Finance & Comptroller in School District No. 8 (Kootenay Lake). The Manager of Finance & Comptroller position is a member of the District management team, reporting to the Secretary- Treasurer & Chief Financial Officer. It is an “excluded” Manager-level position.

The School District

School District No. 8 (Kootenay Lake) is located in Nelson, in the southern interior of British Columbia, Canada in a region called The Kootenays. The District serves a number of individual communities including Crawford Bay, Creston, Kaslo, Meadow Creek, Nelson, Salmo, Slocan, South Slocan, Winlaw, Wynndel, Yahk and the surrounding rural areas, within a large geographic area consisting of two time zones.

The District provides education for approximately 5,400 learners with a staff of approximately 900 and an operating budget of approximately \$75 million. Further information regarding School District No. 8 (Kootenay Lake) and this position can be obtained from the website at www.sd8.bc.ca.

The Position

The Manager of Finance will be responsible for developing and maintaining financial systems and records, Manage Payroll Department (in the absence of the Payroll & Benefits Manager), and ensuring accounting structures comply with PSAB standards as well as District and Ministry of Education policies and guidelines, including:

- Preparation of annual budgets, annual financial statements, and monthly & quarterly financial reports.
- Preparation and/or supervision as required to prepare other Ministry of Education and Government reports including the GRE, the annual SOFI, and various other financial reports.
- Development and maintenance of financial controls and procedures, and plays an active role in financial control processes
- Maintenance of the G.L. Chart of Accounts and configuration parameters in S.D.S. (School District Software) admin software for schools
- Cash Management
- Monitoring of on-going financial activities
- Participates in District level management meetings

The Candidate

The successful applicant will possess:

- A high degree of technical knowledge of financial systems and budget management
- Excellent Excel skills
- Good organizational skills and high degree of self-motivation
- Strong leadership and problem-solving skills with the ability to make decisions
- Positive management and interpersonal style for people and issues

Education

- An accounting degree or designation such as CGA, CMA, or CA
- Post-secondary training in business management or an equivalent combination of education, training, and experience
- A minimum of five years' experience in a comparable financial position, preferably within the education sector
- Evidence of recent professional development in current financial research, issues and trends

Crucial Skills

- Knowledgeable and supportive of rural education, culture and issues
- Understands the governance role of the Board in setting Policy and direction for the District
- Ability to work positively and productively with the Ministry of Education on behalf of the District
- Commitment to supporting a variety of educational programs

Fiscal/Organizational Management

- Demonstrates strengths in planning, delegating, time management, and ensures successful completion of tasks
- Is able to work collaboratively to optimize financial operations to provide optimum learning opportunities for students
- Is a strategic thinker who is innovative and willing to take informed risks
- Recognizes and is knowledgeable and compassionate about the roles of employees in the District

Individual Qualities

- Respectful and inclusive of diverse individuals, families learning communities and staff
- Approachable – good listener, cooperative, engaging and enjoyable to work with
- Action-oriented – motivated and qualified to make beneficial change

Qualified applicants are invited to apply online on Make a Future at <https://bit.ly/3ZWlsc6>.

Further information pertaining to this position can be obtained by contacting Johan Glaudemans, Secretary Treasurer, 250-354-9006.

School District 8 supports equity hiring for Indigenous applicants. The successful applicant will have a Criminal Record Check (submitted by the employer)