

## Senior Accountant – Fiscal Management Services

*The Surrey School District respectfully acknowledges that our schools reside on the traditional, unceded, and shared territories of Coast Salish peoples: The q'ícá y' - Katzie, the q'wa:n'á'á' - Kwantlen and the SEMYOME - Semiahmoo First Nations, who have been stewards of this land since time immemorial.*

Surrey Schools values an inclusive school district, where equity is deeply embedded and diversity welcomed. We are committed to creating and cultivating diverse, inclusive and barrier-free environments for all applicants, employees, students, and their families. We work to continuously grow and improve our practices, celebrate our differences, and empower people to promote positive change in our communities. Our identity, as Surrey Schools, is expressed in the shared values of openness, fairness and tolerance and recognize the importance of diversity of identity and thought. We are an equal opportunity employer and welcome applicants from all backgrounds.

*Surrey Schools, recipient of the BC Top Employers and Canada's Greenest Employer awards, is the largest school district in BC and the second largest employer in Surrey. Spread across one of the fastest-growing cities in British Columbia, Surrey Schools provides quality education to over 77,000 students with 124 schools sites and a variety of other learning facilities, offering a broad range of innovative programs and services to support the learning of our students. The Surrey School District team of approximately 13,000 employees works tirelessly every day to ensure that children are getting the best start they can, providing the preparation to be our leaders of tomorrow.*

Reporting to the Manager, Fiscal Management Services, the Senior Accountant supports the development, implementation, maintenance, evaluation, and improvement of financial reporting, accounting operations, performance management, financial systems, and treasury functions in accordance with Surrey Schools policies, collective agreements, and statutory requirements.

The Senior Accountant will support and coordinate the timely and accurate preparation and analysis of all facets of the financial operations, including financial statement preparation, cash management, accounts receivables, accounts payables, various analytics, projections, and all other fiscally related duties in support of Surrey Schools' strategic initiatives.

**The responsibilities of this Senior Accountant position include, but are not limited to, the following:**

- Assist in the preparation and coordination of the District's monthly/quarterly/annual financial statements and year-end financial audit.
- Supervises and reviews financial reporting systems and processes to ensure the District's reporting meets government requirements.

- Prepares, provides, and reviews information related to the District's banking, investment portfolio, and treasury functions, including cash flow projections, investment accounting/reporting, and review/authorization of payments.
- Provides analysis and interpretation of a variety of information, making financial-related recommendations as required.
- Designs, develops, and manages, in consultation with Management and other District departments/schools, information processes and databases to support financial planning, and accountability.
- Designs and manages the creation of new and ad hoc financial information to Surrey Schools, the Provincial government, and other external bodies, some of which may be sensitive or extremely confidential in nature.
- Investigates and resolves anomalies regarding process, transactions, and internal controls
- Implements and maintains financial procedures and processes
- Provides analysis, information, and direction to the Surrey Schools community on the interpretation of internal and external policies, procedures, and regulations, some of which may be sensitive or confidential in nature.
- Responds to specific internal and external financial requests as they arise, some of which may be sensitive or extremely confidential in nature.
- Performs financial analysis to support operational and value-for-money reviews for divisional unit leaders.
- Any other ad hoc requests from management, including but not limited to assisting in the budget development, and forecasting as needed.
- Management of unionized staff.
- Attracts and retains staff by implementing recruitment and selection strategies, providing orientation to staff, and ensuring a stimulating work environment.
- Sets performance goals and objectives, monitors, and assesses performance and employs strategies, in collaboration with HR, such as coaching and mentoring as appropriate to enhance performance.
- Assists team members to define shared and individual goals, meet target dates and ensure alignment of team goals. Provides effective leadership and direction by establishing priorities and objectives and fostering effective teamwork among team members.
- Fosters an environment of collaboration and a strong customer service culture. Inspires, motivates, and guides team members by fostering commitment, team spirit and trust.

**The Ideal Candidate will have the following Qualifications:**

- Chartered Professional Accountant designation in good standing is required, however candidates working towards the CPA designation or candidates with an equivalent combination of education, training and work experience will be considered.
- Strong understanding and knowledge of Public Sector Accounting Standards (PSAS).
- Knowledge over BC sales taxes and application is an asset.
- Minimum of three years progressive experience including supervisory and/or managerial experience, as well as a demonstrated ability of effective team management and change implementation, resulting in improvements to service quality, staff productivity and systems efficiency.

- Minimum of three years relevant experience in financial reporting, program costing, budget/financial modeling, administration, and assurance, and working with integrated computerized systems.
- Excellent communication skills, both written and verbal, with a strong focus on customer service.
- Excellent problem-solving skills with forward thinking application.
- Demonstrated ability to establish and maintain effective working relationships with employees at all levels.
- Proven ability to exercise tact and diplomacy, confidentiality, and conflict resolution skills.
- An understanding of and respect for the diverse values and culture of a school district environment.
- Strong knowledge of accounting procedures and financial reporting practices.
- Demonstrated ability to summarize and present complex financial data in an organized and concise manner.
- Attention to detail.
- Strong computer skills, proficiency with spreadsheet programs (Microsoft Office Suite), and demonstrated ability to use various financial software packages and databases to perform financial analyses and develop reports.

**Qualified applicants can apply on Make a Future at <https://bit.ly/3FbdUcV>. The closing date for this position is April 28, 2023 at 4pm.**

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

