



Manager of Finance - Accounting & Cash Management

The Manager of Finance - Accounting & Cash Management is accountable to the Director of Finance-Accounting & Financial Reporting (DFAFR) for the management of the district's financial accounting, reporting and cash/investment accounts. The Manager of Finance provides support to the DFAFR for the preparation of the district's various financial reporting obligations, oversight of the district's purchasing department and accounts payable/receivable functions.

Assignment: Temporary - November 2023 to June 2025.

Salary Range: \$91,480 - \$114,351, with a competitive benefit and pension package.

Job Duties and Responsibilities

Financial Procedures and Systems

- Assists with the district's cash management services including investment activities, capital certificate of approval (COA) draws and other treasury services.
- Assists with the management of the district's systems of internal control to ensure that financial information is reliable and accurate and in accordance with GAAP, PSAB and District Policy, financial operations are efficient and assets of the District are safeguarded.
- Prepares and files GST and PST returns as required
- Conducts internal audits to ensure compliance with district policies and procedures.
- Assists the DFAFR with the financial accounting component of the Board's internal and external reporting processes, including preparing journal entries for review.
- Provides assistance and training, along with technical support to users of the district's financial reporting systems and school based accounting systems.

Financial Reporting and Analysis

Prepares monthly reconciliations of the district's bank and investment accounts for review.

Prepares quarterly reconciliations of Provincial and other grant revenues to general ledger accounts.

Prepares monthly reconciliations of International Student Education department revenues from True North system to general ledger accounts.

Assists the Director of Finance – Accounting and Financial Reporting with preparation of:

- annual financial statements and all supporting documents,
- quarterly Government Reporting Entity reports and other financial reports for submission to the Ministry of Education and Child Care
- periodic reports/submissions to other regulatory bodies (e.g. Charity Return)
- capital project reporting in collaboration with Facilities Department, Parent Advisory Councils, and others
- financial impact analysis of proposals/initiatives from District Leadership team

Leadership and Relationships

Supervises Accounts Receivable and Accounts Payable and maintains good communication within the Finance team. Allocates work to ensure department priorities are met and checks work for accuracy and completion.

In consultation with the Director of Finance, Associate Secretary Treasurer, and the HR Department, appoints, promotes, demotes, and disciplines staff in accordance with established policies and procedures and the Collective Agreement. Provides recommendations with respect to work standards, staffing levels, and job performance reviews. Represents the employer in Step 1 and Step 2 grievance procedures under the Collective Agreement for grievances related to the Finance Department.

Provides advice and recommends priorities and improvements to the Directors of Finance in regard to the activities and procedures of the Finance Department.

Attends open and closed committee and board meetings as required

Provides the Director of Finance – Accounting and Financial Reporting with timely financial information to enable efficient and effective reporting and decision-making. Collaborates on determined efficiencies and initiatives necessary to maintain high-level services to internal and external stakeholders.

Provides back-up functions to Director of Finance – Accounting and Financial Reporting when required

Education and Experience

- The successful candidate will have a CPA designation or equivalent experience and education.
- You will be a self-motivated individual and have demonstrated experience in finance, accounting (including Public Sector Accounting Standards), audit, and supervision.
- Key to the role are strong interpersonal and communication skills and the ability to work as a positive member of team contributing to both educational and administrative goals.
- Experience in a school district or other public sector organization is preferred.

How to apply

Please apply via Make a Future at <https://bit.ly/3Lo4le0>.

Applications should include a cover letter, a detailed personal résumé, contact information for three professional supervisory references and any other relevant supporting documentation.

Please note: Nanaimo Ladysmith Public Schools thanks all applicants for their interest in working with us, however, only those shortlisted for an interview will be contacted.

If you have questions or require assistance with this application process, please contact the Customer Care department at MakeAFuture at 1 866 806 6851 or applicant@makeafuture.ca