



FINANCE MANAGER

It is acknowledged that Central Okanagan Public Schools operates within the unceded, Traditional Territory of the Okanagan syilx peoples. The School District enrolls over 25,000 students (including approximately 3,200 students who self-identify as having First Nations, Metis, and/or Inuit ancestry from Canada). Central Okanagan Public Schools is located in the Central Okanagan encompassing the communities of Peachland, West Kelowna, Kelowna, and Lake Country. There are a total of 51 school sites with 33 Elementary Schools, 8 Middle schools, 5 Secondary Schools, 3 Learning Centres, an Alternate Education School, and an Online Learning School (K-12). Central Okanagan Public Schools has an excellent reputation of providing outstanding, student-centered programs in a diverse and inclusive environment as well as offering a wide range of educational opportunities for students and staff. We believe equity empowers each learner to thrive, holistically.

CANDIDATE PROFILE:

Applications are invited for the exempt staff position of Finance Manger to join the District's Finance Team. Reporting to the Assistant Secretary-Treasurer, the Finance Manager will provide leadership to the Finance department as they maintain the financial and reporting systems of the District. The successful candidate will also be responsible for continuing to maintain some aspects of the District's ERP software, Sparkrock, across the Central Okanagan Public Schools which has enhanced the business operations and educational objectives of the Board of Education. As well, the Finance Manager will maintain the financial and reporting systems of the District, including delivering timely and accurate financial information to the Board of Trustees and the Ministry of Education and Child Care and other government agencies and provide guidance to the support of the District's schools financial data and systems. This is an exempt position with a competitive salary range of \$96,787 to \$120,983 plus benefits package, including participation in a defined benefit pension plan.

Key Duties and Responsibilities:

- Provide leadership and guidance to the Finance team.
- Maintain the financial reporting systems of the District.
- Ensure the integrity of the District's financial data including the completion of month end processes and reconciliations and preparation of quarterly reporting to the Ministry of Education and Child Care and other government agencies.
- Create and implement financial procedures and evaluate the effectiveness of internal controls within financial processes and procedures.
- Ensure the accuracy of year end processes, prepare the financial statements and notes and compile supporting documentation for the year end audit.
- Support the Finance and Planning Committee, as required.
- Maintain some aspects of the ERP software, Sparkrock, across the Central Okanagan Public Schools.
- Maintain the District's financial system to align with the District goals while promoting changing business requirements.
- Support interdependent processes with Finance, Payroll and Human Resources staff and departments.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
- Performs other related duties and projects as assigned.

Qualifications and Experience:

- Chartered Professional Accountant (CPA).
- Minimum of 5 years of recent, related financial and reporting system experience in a large, complex, multi-location organization.
- Expertise and business acumen in finance, accounting, supervision and team building.
- Demonstrate strong interpersonal skills and highly effective communication skills.
- Extensive knowledge and experience with financial software and Microsoft Office, specifically Microsoft Excel.
- The ability to implement change and meet organizational deadlines.
- Ability to lead and build an effective team and work interdependently with multiple teams.
- Ability to take initiative, and effective prioritization skills to manage multiple projects simultaneously and keep a high level of focus.
- Experience with Caseware would be considered an asset.

Interested qualified applicants are invited to submit an online application on Make a Future at <https://buff.ly/4gvfY0n>.

Please include a letter of application, complete with a comprehensive resume and copies of supporting documentation with the names of three references, no later than Friday, October 4, 2024, at 4:00 pm. For questions on the position, please contact Delta Carmichael, Secretary Treasurer, at Delta.Carmichael@sd23.bc.ca.



**Central Okanagan
Public Schools**
Together We Learn

Bob McEwen
Executive Director of Human Resources
Central Okanagan Public Schools