

Senior Manager – Budget & Forecasting

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

Surrey Schools is the largest BC school district and the second-largest employer in Surrey. We're proud recipients of BC Top Employers and Canada's Greenest Employer awards. Surrey Schools provides quality education to over 82,000 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.

Our Commitment:

Providing quality education extends beyond academic excellence; we are committed to creating and cultivating diverse, inclusive, and barrier-free environments for all applicants, employees, students, and their families.

Diversity, Equity, and Inclusion & Values:

Our identity, as Surrey Schools, is expressed in the shared values of openness, fairness and belonging and recognizes the importance of diversity of identity and thought. We are an equal opportunity employer and welcome applicants from all backgrounds. We are committed to removing barriers and creating a workplace where everyone, regardless of their background, feels empowered to contribute their best.

Join us in our mission to provide the best start for children, preparing them to be the leaders of tomorrow. If you are passionate about education, diversity, and making a positive impact, we invite you to explore opportunities with Surrey Schools.

Job Summary

Reporting to the Director, Finance, the Senior Manager, Budget & Forecasting provides comprehensive budget information, analysis, performance monitoring, and periodic financial forecasting information. The Senior Manager, Budget & Forecasting will be responsible for leading the development, implementation, maintenance, monitoring, and improvement of the district's budget and forecasting processes, policy, and procedures in accordance with Surrey Schools policies, collective agreements, and statutory requirements. The Senior Manager ensures the accurate and timely preparation and analysis of all facets of the annual and multi – year budgets, and quarterly forecasts for planning and reporting purposes. They will work with various district departments and units to develop budget and financial plans, identify issues, determine budgetary pressures in problem areas and recommend solutions.

Responsibilities

- Develop the District's annual and multi – year budget and forecasts for Senior Leadership, Board of Trustees, the Ministry and to meet other statutory reporting requirements in consultation with the Director, Finance
- Coordinate, communicate, and oversee the annual budget planning process and guidelines for the District

- Provides guidance and support in the development of operational and project/program budgets and business plans for District units and departments.
- Develop and implement new methods, policies, and procedures to improve efficiencies, establish best practices and standardization for budgeting, forecasting and financial management/monitoring
- Develop and prepare financial modeling to assess viability and impact of new and existing projects and initiatives in conjunction with internal subject matter experts
- Create forecasting models using analysis of trends, complex performance indicators, benchmark data, and projection methodologies
- Compare actual operating results to approved and projected budgets and provide budget variance reports to Senior Leadership, the Board of Trustees, and other partners.
- Coordinates and/or provides training to the District community on tools and processes with respect to overall budget administration
- Consult with personnel from other districts, the Ministry and external parties regarding budget and funding issues.
- Conducts reviews (e.g., operating, and special funds, etc.) for the purpose of ensuring program operations are within budget and in accordance with established practices or terms of funding arrangement.
- Perform detailed analysis on all salary and benefits budgets on a periodic basis.
- Ensures that district reporting conforms to overall instructional financial administration and reporting requirements and are in compliance with generally accepted accounting principles and other reporting requirements as applicable and completed in a timely and accurate manner.
- Monitor budget allocations, expenditures, fund balances and related financial activities to ensure allocations are accurate, revenues are recorded, expenses are within budget limits
- Lead the preparation of 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.
- Collaborates with internal and external personnel (e.g., management, auditors, vendors, etc.) for the purpose of implementing and/or maintaining services and programs
- Compiles data from a wide variety of sources (e.g., staff, other public agencies, school districts, etc.) for the purpose of analyzing issues, ensuring compliance with organization policies and procedures, and/or monitoring program/expenditure components
- Research financial topics and related legal issues (e.g. discrepancies, current legislative trends, etc.) for the purpose of evaluating compliance requirements and potential implications on district operations.
- Perform other job-related duties and special projects as assigned

QUALIFICATIONS

Education & Experience

- Bachelor's degree in business administration (Accounting or Finance) or a related field including minimum 7 to 10 years progressive accounting experience in financial budgeting, program costing, forecasting techniques, budget modeling, and working with integrated computerized systems. Equivalent combination of post-secondary training and experience will be considered.
- Minimum 5 years of previous management/supervisory experience with proven ability to lead manage, and develop people and collaborative relationships at all levels
- A professional accounting designation (CPA) in good standing is required
- Strong understanding and knowledge of Public Sector Accounting Standards (PSAS)

LEADERSHIP IN LEARNING

Knowledge, Skills, Abilities

- 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.
- Excellent interpersonal, verbal and written communication skills with the ability to communicate and build trust with a variety of key partners.
- Commitment to inclusion and belonging and building a caring and respectful workplace.
- Demonstrated ability to summarize and present complex financial data in an organized and concise manner with a strong attention to detail
- Proven ability to exercise tact and diplomacy, confidentiality, and conflict resolution skills
- Effective critical thinking, decision making, and problem resolution skills.
- Leadership experience with the ability to motivate and develop a team through mentorship and coaching.
- Acts with accountability, responsibility and transparency in the use of public funds
- Ability to work under pressure in a high volume work environment and manage competing priorities and demands.

What we're offering

- Comprehensive Benefits Package
 - Extended Medical, Vision and Dental
 - Life Insurance, Short-Term and Long-Term Disability
 - Employee Family Assistance Program
 - Municipal Pension
- 13 Paid Holidays, plus Sick & Vacation Time
- Onsite Fitness Room in the Surrey Head Office
- Supportive workplace with a positive and productive work environment. Feel a sense of security and safety to act, speak, and reflect who you are

The salary range for this position is \$112,430 to \$140,537 per year with comprehensive benefits package and Municipal Pension.

Placement in the salary range is determined by an assessment of qualifications and ability to meet the key requirements of the job, and consideration of internal equity comparisons. The midpoint of the range represents an employee that possesses full job knowledge, qualifications, and experience for the position.

Qualified applicants can apply on Make a Future at <https://bit.ly/3BmEXDz> by clicking the "apply" button to the right of the posting. The closing date for this position is January 31, 2025 at 4:00pm.

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.