



# Career Opportunity Manager of Finance



*Il stl'i kw'els spipetstexw kw'eset ite xwelmexwelh stexwlaq temxwe's ye Stó:lo mestiyexw.*

*Mission Public School District is located on the Traditional, Ancestral, Unsurrendered, and Shared territories of Stó:lō people, of Leq'á:mel, Semá:th, Máthxwi, Sq'éwlets and Qwó:ltl'el First Nations, stewards of this land since time immemorial.*

*Halq'eméylem is the language of this land and of Stó:lō ancestors. The place from where Halq'eméylem (Upriver dialect) originates is Leq'á:mel. The language comes from the land, and it has been this way since time immemorial.*

*Le Conseil scolaire de Mission est situé sur les terres traditionnelles, ancestrales, non cédées et partagées du peuple Stó:lō, des Premières nations, Leq'á:mel, Sema:th, Matheqwi, Sq'éwlets et Qwó:ltl'el, peuples de cette terre depuis des temps immémoriaux.*



## Our Values

Mission Public Schools is dedicated to providing students with an educational environment that nurtures the development of an Educated Citizen. Located in the beautiful Fraser Valley north of the Fraser River, Mission is a vibrant community of over 7000 students and 1000 employees. We are committed to providing a safe, caring, equitable, and inclusive educational system for all students in our thirteen elementary schools, two middle schools, one secondary school with a distributed learning centre, an alternative learning centre, and a vocational and technical college.

## Our Vision

Mission Public School students are educated global citizens who embrace diversity and are prepared for the future.

## Our Mission

Mission Public School District is committed to a **safe, equitable, and inclusive educational system** for ALL students. Mission students benefit from our diverse community, skilled staff, natural environment, and local history. We are dedicated to honouring student voice and empowering our students to reach their potential.

## **POSITION SUMMARY**

Reporting to the Director of Finance, the Manager of Finance assists in the preparation of financial reporting and analysis as required by the Ministry of Education, senior management, and other stakeholders, and assists with the development of the district budget. The Manager of Finance also provides leadership and direction for staff, with the accounting services coordinator, accounts payable, and business coordinator roles reporting to this position. The Manager of Finance is also responsible for oversight of school-based finances. This role is typically leading, or significantly involved in, business planning activities, initiatives and projects.

## **JOB RESPONSIBILITIES**

- Prepares financial reports required by the Ministry of Education;
- Prepares financial reports as required by senior management and the Board;
- Assists with the annual audit process and the preparation of the annual financial statements;
- Ensures financial records are in compliance with public sector accounting standards;
- Assists in the preparation of the district budget;
- Reviews staffing levels and expenditures for budget compliance;
- Prepares budget variance analysis to identify areas requiring attention;
- Manages the internal school audit program;
- Provides ad hoc reporting and analysis for departments, including special purpose funds;
- Prepares regular capital project progress reports;
- Prepares working papers for balance sheet accounts;
- Administers finance and security functionality within the ERP system;
- Recommends and helps implement improvements to internal controls;
- Provides assistance, training, and technical support to users of the district financial reporting and accounting systems;
- Provides support to district staff for budget and financial reporting;
- Performs other duties as required by the Director of Finance.

## **QUALIFICATIONS**

### **Education, Skills and Experience:**

- Completion of a post-secondary degree in the field of Financial Management, Accounting, Business Administration, or Commerce;
- Chartered Professional Accountant (CPA) designation;
- 5 years of progressive experience in accounting or finance, with at least 2 years of supervisory experience;
- Demonstrated interpersonal and communication skills, and ability to work collaboratively and effectively within a team
- Demonstrated experience developing and managing budgets;
- Demonstrated experience with financial analysis and reporting;
- Knowledge and experience with enterprise resource planning (ERP) systems;

- Advanced level MS Excel skills;

## **OUR OFFER**

This is an exempt position (non-unionized) with a comprehensive employee benefits package:

- Extended medical, vision and dental
- Life insurance
- Long-term disability
- Employee Family Assistance Program
- 13 paid holidays, plus sick and vacation time
- Pay range is \$97,335 to \$121,668
- 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.
- A clear Criminal Record is required for this position, with a review to be updated every five (5) years. Current and valid BC driver's license and safe driving record.

## **APPLICATION PROCESS**

Applicants are invited to submit their application package to Lisa Keats, Human Resources Manager on Make a Future at <https://buff.ly/PmD13oT>. Applications should include:

- A cover letter
- Résumé
  - Relevant education
  - Experience related to the role
  - Recent professional development activities
  - At least three professional references with phone and email address contact information
  - Other applicable supporting documents

**This position will remain open until a suitable candidate is found. Interviews will be held in person.**

*We thank all applicants for their interest, however, only short-listed candidates will be contacted.*