



Manager, Internal Controls

Permanent/Full-time

Located at the School Board Office at 3143 Jacklin Road in Langford, the Sooke School District is currently seeking a permanent Manager, Internal Controls. Reporting to the Assistant Secretary Treasurer, the Manager, Internal Controls is responsible for developing and maintaining a strong internal control environment to ensure financial integrity, regulatory compliance, and effective risk management. This role includes maintaining the organization's risk register, conducting reviews of school accounting records, and evaluating the effectiveness of programs through structured program reviews.

As an ideal candidate, you:

- Strives for **Personal Excellence**
- Thinks **Critically** and **Creatively**
- Builds **Relationships**
- Practices a **Growth Mindset**
- Effectively **Communicate** and **Collaborate**
- Models **Leadership Excellence**
- Uses a **Systems Thinking** Approach
- Cultivates **Community**
- Encourages **Employee Growth**
- Provides a **Strategic Focus**
- Fosters **Interconnectedness**

And have the required education and experience noted below:

- Chartered Professional Accountant (CPA) designation and in good standing
- Certified Internal Auditor (CIA) certification an asset
- Minimum five (5) years of recent and related experience in a finance role including oversight of internal controls, audit, and/or risk management
- Minimum two (2) years' experience in leading and supervising staff
- Strong knowledge of accounting standards and internal control frameworks
- Extensive experience in using a variety of accounting software and human resources information systems; knowledge in atrieveERP an asset
- Strong familiarity in using Microsoft Excel, Word, PowerPoint, Teams, Outlook, One-Drive and various internet-based applications
- Experience in the public and/or education sector preferred

For a copy of the full job description, please email Dawn Israel, Human Resources Consultant at dpisrael@sd62.bc.ca.

The salary range for this full-time position is \$95,414 to \$119,268 per annum.
Initial placement within the range is based on related education and experience.

To clearly demonstrate the above, your application must include a cover letter, complete resume, copy of your CPA designation, and copies of any other applicable designations. Also include the names and emails for two references (current and past supervisors) who can speak to your skills and how they relate to this position, on Make a Future at <https://buff.ly/dRmM0xy>.

If you require assistance, please see [How to Apply](#) for detailed instructions.

The deadline for submissions is **12:00 pm on Friday, January 9, 2026**.

We thank all those that apply; however, only candidates selected for further consideration will be contacted.