

Director of Finance

Effective August 2026

The School District

Comox Valley School District is an inclusive learning community located on the east coast of Vancouver Island, within the traditional territory of the K'ómoks First Nation. Serving the communities of Courtenay, Comox, Cumberland, Denman Island and Hornby Island, our district is renowned for its vibrant arts scene, diverse cultural programs and abundant outdoor recreation opportunities. The Comox Valley is a desirable place to live with great ocean beaches, golf, skiing, hiking, swimming and boating. In addition, the community has strong and vibrant arts and cultural programs.

We are a progressive district dedicated to developing responsible, engaged, compassionate and resilient lifelong learners. We embrace diversity, foster relationships, and empower all learners to have a positive impact on the world. We are the second largest employer in the Comox Valley with over 1900 employees and provide a comprehensive educational program to approximately 10,500 students from Strong Start to Grade 12 in 14 elementary schools, 1 middle school, 1 K-9 school, 3 secondary schools, 2 alternate schools, and a provincial on-line learning school. Our annual operating budget is roughly \$140 million.

The Opportunity

Reporting to the Secretary Treasurer or designate, the Director of Finance provides leadership to the financial accounting component of the Board's internal and external reporting processes and is responsible for ensuring the preparation of annual and quarterly financial statements in accordance with Generally Accepted Accounting Principles (GAAP), as defined by the Public Sector Accounting Standards (PSAS).

Additionally, the role will:

- Support the Secretary-Treasurer in the District's multi-year and annual operating, special purpose and capital budgets, as well as monitoring and reporting on the District's quarterly budget to actual variances.
- Oversee external financial reporting, including financial statements, quarterly government submissions, statements of financial information, registered charity returns and other Ministry financial reporting.
- Manage and oversee the internal and external audit functions and ensure compliance to public sector accounting standards, Ministry of Education and Child Care guidelines, and district policies.
- Develop, recommend and maintain appropriate internal control systems for district

financial/business processes and develop and upgrade financial systems/processes to ensure operational efficiency.

- Provide leadership to the Finance Department to ensure its efficient and effective operation, and ensure that operation aligns with the Board of Trustee's strategic plan and the educational goals of District Senior Leadership
- Provide leadership and oversight to the Accounts and Payroll departments, ensuring compliance with GAAP, PSAS, and all applicable policy, legislation and collective agreements
- Develop direct reports and evaluates performance plans, business continuity needs, and facilitates resolutions of disputes arising through collective agreements or otherwise, in consultation with the Human Resources department.
- Liaises with decision-makers across the District to ensure understanding of, and compliance with, financial accountability requirements.
- Keeps abreast of changing practices in GAAP, PSAS and electronic accounting systems, and oversees implementation of requisite changes to financial accounting software in use within the District.
- Manages cash flow, investing, and borrowing needs for the District.
- Other duties as assigned.

Qualifications, skills, knowledge and attributes

- Post-Secondary degree in business, finance, or a related field, and a Chartered Professional Accountant designation (CPA)
- Minimum five years recent, related progressive management experience in finance, preferably within the British Columbia public sector. Experience within the K-12 education sector is an asset.
- Expertise in implementing and maintaining financial systems and associated processes and procedures
- Demonstrated depth of knowledge of and breadth of experience applying GAAP and PSAS
- Proficiency with software applications, particularly in the area of finance. Knowledge of atriaveERP and MyBudgetfile is an asset. Proficiency with Excel, Word, PowerPoint, teams, Outlook, One-Drive is expected.
 - Proven ability to work effectively and positively impact the work culture of teams
 - Demonstrated effective change management practices and implementation
 - Exceptional communicator recognized for an ability to transparently and clearly communicate financial information and concepts which may be of significant complexity.
 - Demonstrated decision making skills, good judgement, comprehensive planning and reliable implementation

- Demonstrated success in team building and the development of direct reports.
- Payroll certification would be considered an asset.

To Apply

Qualified individuals are invited to apply in confidence on Make a Future at <https://buff.ly/PShASfK> by submitting a cover letter outlining how they meet the hiring criteria, a chronological resume, and a list of professional references with contact emails and phone numbers (office and home or cell).

This position will remain open until filled; however, applications received **by August 17th, 2026** will be given careful consideration.

We welcome diverse candidates and encourage applications from members of groups experiencing barriers to equity. As an inclusive learning community, we are committed to actively creating and fostering a culture of inclusivity where voices are heard, people are seen, and values are respected. We care about the uniqueness of our applicants, employees, students and community, and we do so in a safe space fueled by curiosity and acceptance. Persons with disabilities who anticipate needing accommodations for any part of the application and hiring process may contact: hr@sd71.bc.ca and we will work with you to meet your needs.

We sincerely thank all applicants for considering us an employer of choice. Only shortlisted candidates will be contacted. Please note that all employees of the School District are required to consent to a criminal records check pursuant to the *Criminal Records Review Act*.

Thankyou for your interest in School District 71 (Comox Valley)

An Equal Opportunity Employer