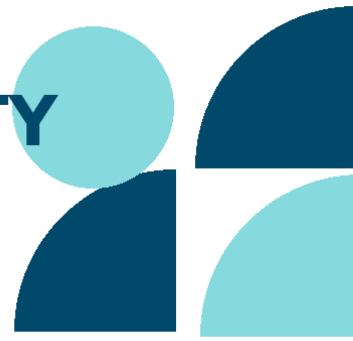


LEADERSHIP OPPORTUNITY



Manager of Finance

Full time, permanent position

West Vancouver Schools is a sector leader in educational innovation and performance. Our staff share a collective goal to deliver the finest education in the country to our students. Behind great teaching lies great support, and our finance team is dedicated to optimizing our resources and following best practice. We align our work with our Board's objective of visionary leadership, and foster a culture of effective and transparent business processes across the organization.

We are seeking a keen and innovative person to join our West Vancouver team in the position of Manager of Finance. Reporting to the Director of Finance, the Manager of Finance will be responsible for the leadership and training of union finance department staff, oversight of the school accounting function including internal audit, ongoing systems improvement and modernization, cyclical and ad hoc financial reporting, and cash flow management.

THE POSITION

As a key member of the Finance Team, this position is responsible for:

- the full cycle of the accounts payable and accounts receivable functions;
- supervision of the finance department's union employees, including recruitment, hiring, performance management and discipline;
- cash management including balance monitoring, bank transfers, payment approvals, forecasting cash needs and management of signing authorities at the district and school level;
- preparation and submission of government reporting including the Statement of Financial Information, Registered Charity Information Returns and Public Service Bodies GST Rebates;
- the maintenance of the district's chart of accounts including creating, updating and retiring general ledger accounts at the direction of the Director of Finance;
- assisting with preparation of year-end financial reporting and audit working papers;
- developing and improving finance procedures and process documentation, in compliance with Public Sector Accounting Standards;

- providing assistance, training and technical support to users of the district and school financial reporting and accounting systems;
- performing other duties as required by the Director of Finance.

REQUIRED EDUCATION AND EXPERIENCE

The successful applicant will possess:

- at least three years of accounting, financial management, business administration or commerce courses, or completion of at least three years study towards a recognized professional accounting designation program, or equivalent experience;
- at least three years of progressive and related work experience, preferably in the public sector, a unionized environment or a similarly complex organization;
- demonstrated management experience, preferably in a unionized environment;
- the ability to take initiative, set priorities and anticipate needs;
- a “solution first” perspective and flexibility of thought when presented with various problems or concerns;
- previous experience in a school district and/or knowledge of enterprise resource planning (ERP) systems;
- superior managerial, interpersonal, communication and presentation skills, including the ability to lead collaboratively and deal effectively with conflict;
- intermediate level MS Excel skills.

The school district will work with the successful candidate to determine a start date and to facilitate a smooth transition into the role. The starting annual salary for this role is expected to be between **\$101,644 to \$127,055**.

Qualified candidates are invited to submit a resume via Make a Future at <https://buff.ly/fQ8ttXe> by 1:00pm on July 20th, 2026.

Please visit the Job Opportunities page on www.westvancouver.schools.ca for more details on the application process. We thank all applicants for their interest; however, only those selected for interviews will be contacted. We welcome diverse candidates and encourage members to apply. 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 valued. Persons with disabilities who anticipate needing accommodations for any part of the application and hiring process may contact hr@wvschools.ca and we'll work with you to meet your needs.

Successful applicants not currently employed by West Vancouver Schools are required to sign a “consent for Criminal Record Search” to permit a criminal record review. Only those individuals under consideration will be contacted.