## Chilliwack School District:

Chilliwack School District No. 33 is located at the eastern end of the Fraser Valley and is privileged to operate within S'olh Temexw, the traditional territory of the Stó:lō People, enriched by the cultural heritage of the Pilalt, Sema:th, and Ts'elxwéyeqw.

Our district serves approximately 15,000 students and employs around 2,400 dedicated employees, fostering a safe, caring, and inclusive learning and working environment where all feel valued and supported. Guided by our purpose (honouring, shaping, and inspiring our past, present, and future), and grounded in the principle of Tómiyeqw, we make thoughtful, ethical decisions that support learners, our community, and future generations. Rooted in Inclusion, Diversity, Kindness, Equity, and Innovation, and strengthened by our commitment to Reconciliation, well-being, and accountability, we prioritize responsible stewardship and long-term sustainability to support high-quality learning and organizational excellence.

Syós:ys lets'e th'ále, lets'emót – one heart, one mind, working together for a common purpose.

## About the Position:

We are seeking applications from collaborative, analytical, and service-oriented finance professionals committed to sound budgeting, accurate reporting, and continuous improvement in public education. The Manager of Financial Reporting and Analytics provides budget information, analysis, performance monitoring, periodic financial forecasting, and financial reporting. This role works with schools and departments to develop budgets and financial plans, identify issues and budgetary pressures, recommend solutions, and support the Assistant Secretary Treasurer with district budgeting and regular forecasting.

## Core Responsibilities:

- Support annual budget preparation and financial reporting for senior leadership and the Board.
- Coordinate budget submissions for supplies, services, wages, and benefits.
- Verify costing for initiatives, staffing, employee costs, revenues, and budget pressures.
- Review school and department budgets for alignment with district requirements.
- Analyze monthly financial results, variances, and budget-to-actuals.
- Prepare financial performance reports for district, Board, Ministry, and partner audiences.
- Monitor capital project budgets, draws, reporting, and amortization schedules.
- Maintain finance permissions, budgets, and reporting access in the ERP system.
- Provide budgeting support and training to district leaders and staff.
- Improve financial reporting, budgeting processes, and tools such as Excel and Power BI.

**Salary Range:** $98,831 to $123,539. Total rewards package includes competitive salary, benefits, pension and professional development opportunities.

## Are You the Ideal Candidate?

You are a collaborative and detail-oriented finance professional with strong technical expertise in budgeting, forecasting, financial reporting, and analysis. You demonstrate sound judgment, excellent communication skills, and the ability to work effectively with diverse stakeholders across a complex public-sector environment. You are comfortable using financial systems and reporting tools, enjoy solving problems, and contribute positively to a culture of service, accountability, and continuous improvement.

## Qualifications:

- CPA designation (CA, CGA, or CMA) with a minimum of five years of related work experience, preferably in the public sector or a similarly complex organization.
- Proficiency in contemporary budgeting, forecasting techniques, and financial modeling.
- Advanced skills in developing database-driven queries and building complex financial reporting tools using Excel and Power BI.
- Strong knowledge of finance and accounting automated systems.
- Excellent communication and interpersonal skills, with the ability to interact effectively with stakeholders at all levels of the school district.
- Strong oral and written communication skills, including delivering presentations.
- Analytical thinker and flexible problem solver with the ability to manage several important priorities simultaneously.
- Highly motivated to drive change and deliver results.

## How to Apply:

If you're ready to support effective budgeting, financial analysis, and sound financial stewardship in a dynamic and growing school district, we encourage you to apply. Submit your application by **November 8, 2026, 3:30 PM**. Please ensure your application package includes copies of certificates and qualifications, and three recent and relevant references who can speak to your finance, budgeting, and analytical expertise.

To apply, visit Make a Future at https://buff.ly/0xj0mFP.

For further information, please email careers@sd33.bc.ca.

***Chilliwack School District is committed to diversity and inclusion.*** *We encourage applications from candidates who self-identify as Indigenous, LGBTQIA2S+, a member of a visible minority, and/or a person with a disability.*