OUR VSB

SENIOR MANAGER, FINANCE

THE ORGANIZATION: VANCOUVER SCHOOL BOARD (SCHOOL DISTRICT 39)

With deep gratitude and respect, we are honoured to be learning and unlearning on the ancestral and unceded lands of the xʷməθkʷəy̓əm (Musqueam), Sḵwx̱wú7mesh Úxwumixw (Squamish) Nation, and səlilwətaɬ (Tsleil-Waututh) Nation.

At the VSB, we are proud to provide exceptional learning experiences for students. As a large, urban school district, the VSB is one of Canada's most diverse school systems and equity and inclusivity are at the forefront of our approach to education.

Throughout the District, more than 7,700 staff work to create learning environments where every student thrives by prioritizing students' needs, applying evidence-informed practices, and building relationships. The VSB's culture reflects the diversity of our city. Students enrolled in VSB come from varied backgrounds and lived experiences and are encouraged to explore and share their unique selves and gifts. Our commitment to students goes beyond academics with students' overall well-being and sense of belonging being equally important. As an organization, we strive to build a school system where every student can be their authentic self and succeed throughout their learning journey. In doing this work, we champion equity and accountability by making evidence-based decisions. As a learning organization, humility is our guidepost as we work to continually improve student outcomes in service to them, their families, and the broader community. For more information about our school district, visit https://www.vsb.bc.ca/.



THE OPPORTUNITY: SENIOR MANAGER, FINANCE

Reporting to the Executive Director, Finance, the Senior Manager - Finance is responsible for leading VSB's core accounting operations, including financial accounting, treasury, and financial reporting. The Senior Manager – Finance ensures sound financial management, robust internal controls over financial reporting, regulatory compliance, and timely, accurate financial reporting in accordance with Board policy, legislation, Ministry requirements, and public-sector accounting standards.

This position is currently 100% in-person at the VSB Education Centre at 1580 West Broadway, Vancouver.

KEY RESPONSIBILITIES

Leadership:

- Provides leadership and direction to the Accounting team.
- Develops, implements, and ensures compliance with administrative procedures and internal controls over financial reporting across accounting, banking and treasury operations.
- Leads the teams by establishing goals, developing implementation plans, and evaluating results.
- Leads by example, displays, enacts and promotes leadership qualities requisite to a role of this scope.
- Manages workforce planning, workload planning, performance management, professional development, recruitment, retention, and labour relations within assigned areas.
- Promotes a collaborative, service-oriented, and accountable work culture aligned with VSB values.

Financial Reporting & Accounting

- Has primary responsibility for the accuracy, integrity, timeliness and reliability of all financial transactions and financial information of VSB.
- Ensures fiscal responsibility and accountability across the school system through the application of sound accounting practices, internal controls, and financial management.
- Leads the development, implementation, and ongoing monitoring of internal control frameworks to safeguard VSB assets and ensure compliance with legislation, Board policy, Ministry requirements and accounting standards.
- Oversees and directs the timely and accurate preparation of monthly, quarterly, and annual financial statements and financial reports, including analysis of results and explanation of variances.
- Creates, manages, and directs the monthly financial close process, including review of account reconciliations, fund balances and resolution of discrepancies or internal control issues.
- Conducts and oversees intricate financial and variance analysis to support senior leadership and Board decision - making.
- Analyzes complex financial information and prepares reports to support strategic, operational, and financial planning decisions.
- Prepares clear, accurate, and astutely framed financial commentary that demonstrates sound judgment, communicates complex matters effectively, through financial statement discussion and analysis and accompanying financial statement notes.
- Demonstrates a sound understanding of fund accounting and revenue recognition principles, including their application to financial reporting, analysis, and disclosure requirements as they apply to public sector.

- Ensures that treasury accounting, cash management, and revenue recognition transactions are accurately recorded and reported in VSB's financial records.
- Provides financial analysis, guidance, and oversight—including year-over-year and budget-to-actual variance analysis—to support informed decision-making by senior management and the Board in relation to budgets and financial planning.

Treasury

- Has primary responsibility for oversight and strategic management of the VSB's cash flow, ensuring sufficient liquidity to meet operational and capital obligations.
- Manages the District's banking relationships, including oversight of banking agreements, authorized signing authorities, security access, and segregation of duties for all banking activities.
- Establishes and maintains controls over all cash receipts and disbursements, including government funding, grants, donations, locally generated revenues, and electronic payment methods.
- Leads the strategic management of cash balances and investments, optimizing investment income within the parameters of the Board - approved investment policy while managing risk and liquidity requirements.
- Provides financial analysis and advice to support financing decisions, including assessments related to lease versus purchase options, debt servicing impacts, and use of credit facilities or purchasing cards.
- Oversees the funded status and cash flow of capital projects, ensuring provincial borrowing occurs on a timely basis and aligns with approved project schedules.
- Oversees funding received under the Provincial Certificate of Approval (COA) process and ensures accurate reconciliation and reporting of provincial capital grants.
- Reviews, analyzes, and provides recommendations related to requests for funding under the COA program, supporting informed decision - making by senior leadership.
- Supports senior leadership and labour relations through accurate compensation, benefits, and workforce cost information.

Compliance, Audit, and Controls

- Has overall accountability for compliance with applicable legislation, Board policy, Ministry requirements, and financial regulatory standards.
- Leads and coordinates the annual external financial statement audit and all other financial and compliance audits, serving as VSB's primary point of accountability and liaison.
- Directs the preparation of audit packages and oversees the timely provision of accurate documentation and responses for audits conducted by external auditors, the Canada Revenue Agency, the Office of the Auditor General, the Ministry of Finance, the Ministry of Education and Child Care, and other regulatory bodies.
- Establishes, documents, implements, and maintains effective internal control frameworks to ensure the integrity of financial reporting, compliance, and safeguarding of VSB assets.
- Maintains compliance and has direct accountability for indirect taxes across VSB including Federal and Provincial taxation as it applies to public sector, including review of tax returns, charitable returns and associated slips.
- Oversees the design, implementation, and ongoing maintenance of accounting systems, financial processes, and reporting structures for schools and departments, ensuring they support compliance, consistency, efficiency and audit readiness.
- Creates, maintains and ensures accounting policies, procedures, manuals, and guidance materials are current, documented, and consistently applied across VSB.

- Oversees and administers authorized access to regulated financial systems and external agencies, including Canada Revenue Agency, Ministry of Finance, Ministry of Education and Child Care systems, and other financial service providers.
- Maintains effective working relationships with senior management, auditors, Ministry representatives, funding partners, and other external stakeholders to support compliance, reporting, and governance obligations.
- Ensures audit findings, management recommendations, and compliance issues are addressed in a timely manner and reported as appropriate to senior leadership.

Other duties as assigned

Reporting Relationships:

Reports to: Executive Director - Finance

Supervises:
Supervisor, Accounting & Financial Reporting
Supervisor Finance – School Accounting & Treasury
Supervisor Finance – Capital and Special Purpose Funds Accounting

Indirect Reports: 14 comprised of CUPE 15 members

QUALIFICATIONS

Education and Experience:

- Post-secondary education in Finance, Accounting, Commerce, Business Administration, or relevant degree.
- Chartered Professional Accountant (CPA) designation in good standing.
- A minimum of 10 years of progressive accounting and financial management experience, including a demonstrated managerial record of success leading teams and functions within a complex, multi-stakeholder organization.
- Extensive experience preparing and overseeing financial statements, complex accounting analyses, and management reporting in accordance with Canadian Public Sector Accounting Standards.
- Demonstrated experience leading external audits, strengthening internal controls over financial reporting, and ensuring compliance with legislation, regulatory requirements, and organizational policies.
- Significant experience managing treasury, cash flow, investments, banking relationships, and restricted or special-purpose funds in a large organization.
- Experience leading financial systems implementations, process redesign, automation, data governance, and the development of system-based controls is strongly preferred.
- Experience in a school district, broader public-sector organization or similarly complex, unionized, multi-site environment is preferred.

Key Qualifications:

The ideal candidate will possess many of the following qualifications and competencies:

- Open and collaborative leader with demonstrated experience recruiting, developing, mentoring, and motivating supervisory teams while fostering a positive, inclusive, and transparent workplace culture.
- Delegates effectively, establishes high standards, and holds individuals and teams accountable for results.
- Demonstrates empathy, sound judgment, and sensitivity to others through a fair, respectful, and consistent leadership approach.
- Demonstrates strong cultural awareness and builds effective, respectful relationships with a diverse group of partners and individuals.
- Evaluates complex accounting, compliance, and operational matters and translates complex financial information into concise, accessible advice for senior leadership and the Board.
- Leads process improvements, manages resistance, and supports teams through organizational and system changes.
- Identifies financial, operational, compliance, fraud, and reputational risks and develops appropriate mitigation strategies.
- Understands ERP systems, reporting tools, data governance, automation, and system-based controls.
- Manages competing deadlines, recurring reporting cycles, audits, and cross-functional initiatives.
- Builds trust and gains cooperation across internal and external partners; proactively identifies root causes, improves processes, and implements practical, sustainable solutions.
- Remains effective under pressure and during periods of ambiguity, scrutiny, or significant workload.
- Balances strong financial stewardship and compliance with responsive support to schools and departments.
- Understands governance, public accountability, and the operating environment of a large public-sector organization.
- Actively pursues automation and system enhancements to increase efficiency in accounting operations.

We recognize that candidates may not meet every qualification listed. If your experience aligns with most of the requirements and you are excited about the opportunity, we encourage you to apply.

COMPENSATION

The compensation package will be commensurate with the qualifications and experience of the successful candidate. The salary range for the Senior Manager, Finance is $134 996 – $158 819 plus a comprehensive benefits package, including Pension Plan, Vancouver Employee Savings Plan, Extended Health, Dental, Group Life, Long Term Disability, Vacation, Gratuity, and potential Compensatory time.

TO APPLY

To be considered for this position, please apply via Make a Future at https://buff.ly/051PVqT and include a cover letter and resume along with your application to this competition. This competition is open until filled.

1. Create a profile on Make a Future
2. Click "Apply Now" under **Management** positions
3. Upload all supporting documents. **Your application must include a cover letter, resume and your last 3 direct supervisors/managers as references.**
4. Answer the job posting questions
5. Once your application has been submitted you will receive a confirmation email.

Only shortlisted candidates will be notified for an interview.

The District welcomes qualified applicants who value equity and diversity as essential to excellence. The district makeup of the VSB strives to support all voices and fosters a community where all members feel a sense of belonging, security, and acceptance. The VSB community is for everyone, and you may wish to share some lived experiences that demonstrate your connections to our diverse student community.