



## **Assistant Director of Finance**

### **Core Responsibilities**

The Assistant Director of Finance works under the direction of the Director of Finance for the efficient operation of district business functions including payroll, accounts payable, accounts receivable, general accounting, financial reporting and budgeting. The Assistant Director of Finance will provide leadership and management to the Payroll Department in its efforts to provide, operate, and maintain processes and services that meet the salary and benefit needs of all employees.

### **Specific Responsibilities**

#### **1. Financial Procedures and Systems**

- Maintains the district's systems of internal control, to ensure that financial information is reliable and accurate, financial transactions comply with district policy, financial operations are efficient, and assets of the district are safeguarded.
- Responsible for the operation of financial reporting to schools and departments, to ensure that appropriate information systems are in place to maximize operational efficiency.
- Ensures the budget documentation by departments is appropriate and prepares budget summary reports for use by the district leadership team in budget decision making.

#### **2. Financial Analysis and Reporting**

- Responsible for the preparation of regular financial reports for the senior management team and identifies matters that have significant financial or operation implications.
- Under the direction of the Director of Finance, assists in the preparation of the annual audited financial statements and other financial reports for submission to the Ministry of Education and other regulatory bodies.
- Analyzes financial documents and budgets and provides explanations of reason for current and projected variances.
- Prepares draft year end schedules for the annual audit.
- Prepares additional financial reports as directed by the Director of Finance.

### **3. Leadership**

- Motivates employees within the department, communicating the department's vision, productively engaging the workforce and instilling within them a sense of purpose.
- Promotes a team approach to management in the department, focussed on efficient and effective customer service and collaborative problem solving.
- Directs, coordinates, supports and evaluates the work of the department staff, ensuring that staff are appropriately trained and motivated.
- Participates in the development of short- and long-term capital and operating plans to address the requirement for new payroll and accounting technologies, and the upgrading of existing systems.
- Monitors compliance with district policies and procedures that support effective employee service for the district.

### **4. Internal Relationships**

- Ensure the Director of Finance is kept informed of any issues that arise that may prevent completion of tasks by deadlines.
- Liaises with and works in cooperation with the senior management team, Principals and Vice-Principals, and employees in other departments and schools.

### **5. External Relationships**

- Liaises with other school districts, the Ministry of Education, bankers and other public bodies and external auditors on district financial matters.
- Communicates and ensures legislative compliance with various outside agencies (Revenue Canada, Canada Pension Plan, Municipal Pension Plan, Teacher Pension Plan, benefit providers, etc.)

### **6. Reporting Relationships**

Reports to: Director of Finance

Directly Supervises: Manager of Payroll Processes, Payroll Clerk/ Staff Dispatcher, Accounts Clerk

Key Relationships: Board Office Staff, Principals, Vice-Principals, district personnel

### **7. Qualifications**

The Assistant Director of Finance will be a demonstrated leader with strong communications skills, self-motivated, adaptable, and has the ability to create a positive team environment. The successful applicant must have the capability to build and maintain effective working relationships with schools and departments.

The successful candidate will hold a CPA designation and/or have a university degree relating to business administration, or an equivalent combination of education and experience. They will have advanced Excel and Word skills, and experience in software

planning and implementation. Experience working in the K-12 sector would be considered an asset.

We offer a competitive salary including a comprehensive benefit package. To explore this career opportunity, please submit a letter of application and detailed resume to [HR@sd52.bc.ca](mailto:HR@sd52.bc.ca)

We appreciate the interest of all applicants, however, only those selected for an interview will be contacted. Successful applicants will be subject to a criminal record check.