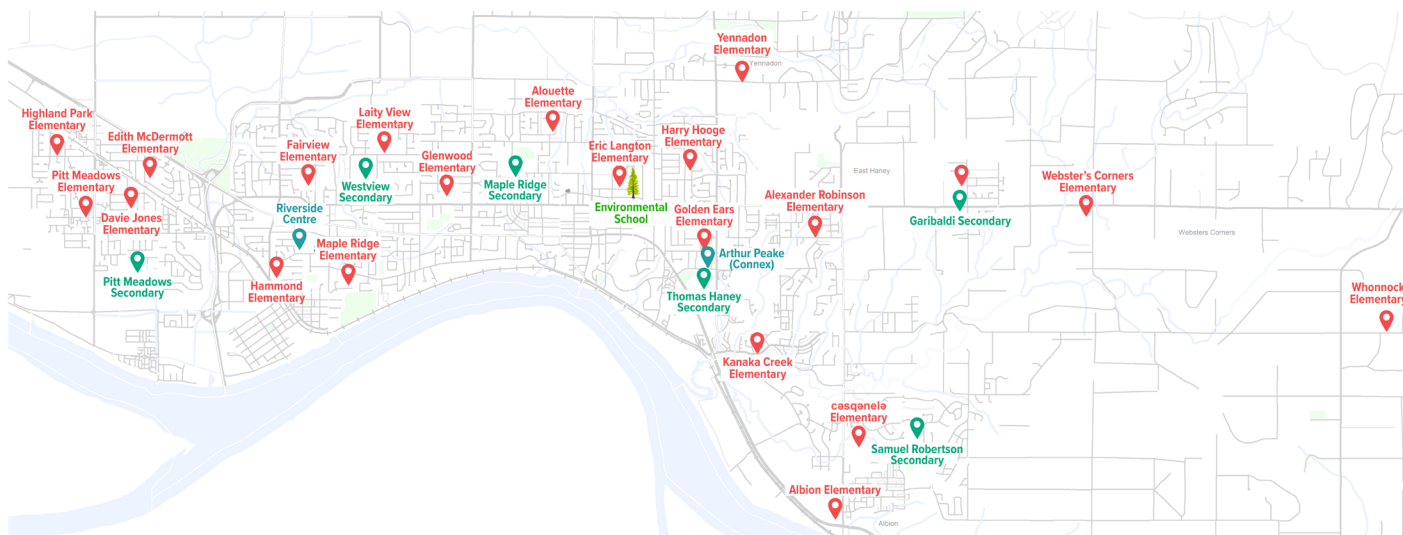




# ACCOUNTING MANAGER

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT NO. 42





## THE ORGANIZATION MAPLE RIDGE – PITT MEADOWS SCHOOL DISTRICT

School District No. 42 meets the learning needs of over 16,000 students of all ages in Maple Ridge and Pitt Meadows, and is defined by its determination to keep student learning and growth at the heart of all its decisions. With an annual budget of over \$200M and over 2,000 staff, the school district provides K-12 educational services in 22 elementary schools, six secondary schools, and two alternate schools. It also provides a variety of certificate programs and relevant quality life-long learning opportunities through Ridge Meadows College and Continuing Education. For more information about our school district, visit [www.sd42.ca](http://www.sd42.ca).

## THE OPPORTUNITY ACCOUNTING MANAGER

Reporting to the Assistant Secretary Treasurer, the Accounting Manager is responsible for the management of accounting operations, internal controls, and financial reporting of the School District.

### RESPONSIBILITIES

1. Plans and directs the work of accounting department staff in the areas of accounts payable, accounts receivable, school accounting support, and treasury.
2. Prepares quarterly and annual financial statements in accordance with Public Sector Accounting Standards and Ministry of Education and Child Care regulations.
3. Tracks, analyzes, interprets, and communicates balance sheet and income statement variances to management.
4. Performs monthly balance sheet, income statement and changes in financial position variance analysis and reconciliation of accounts.
5. Plans and leads the annual external and internal financial audits.
6. Manages the accumulation and consolidation of all financial data necessary for an accurate accounting of consolidated financial results.
7. Maintains Schools' and District's chart of accounts and accounting systems.
8. Performs financial and internal control reviews to assess adequacy in meeting management objectives and safeguarding assets; recommends and implements security and system control procedures.
9. Monitors financial systems, recommends necessary system and process changes to improve efficiency of the accounting function and implements system upgrades.
10. Assures compliance with federal, provincial, local laws, regulations, and prepares internal and external reporting.

11. Provides strategic analysis and advice to senior management.
12. Liaises with district staff, government, and outside agencies.
13. Develops and implements procedures related to general accounting, school accounting, internal controls, and financial reporting.
14. Hires, trains and supervises unionized staff.
15. Performs other related duties as required.

## **QUALIFICATIONS**

- Canadian Chartered Professional Accounting designation in good standing.
- Five years accounting and staff supervision experience post certification.
- Must possess exemplary communication, interpersonal, time management, organizational, problem-solving and analytical skills.
- Ability to handle confidential/sensitive information and materials with tact and discretion.
- Expert level Excel skills and advanced Word and PowerPoint skills.
- Knowledge of atrieveERP system is an asset.

## **COMPENSATION**

The salary range for this position is \$84,730-\$105,913 plus an excellent comprehensive benefits package.

## **TO APPLY**

To apply, please send your cover letter and resume to [applicants@sd42.ca](mailto:applicants@sd42.ca), this posting will remain open until filled.