



BUDGET MANAGER

(CONTINUING)

The Maple Ridge - Pitt Meadows School District (SD42) has an opening for a Budget Manager. Reporting to the Assistant Secretary Treasurer, the Budget Manager is responsible for the preparation, development, presentation, and maintenance of the school district budget and budget reporting. This position researches and analyzes financial information to support sound budget decision making and processes changes to the budget with appropriate authorization. Provides support to budget owners, monitors performance against budget and pro-actively advises senior management of spending and revenue trends that need to be addressed in order to maintain a balanced budget.

The applicant will possess:

- Bachelor's degree in Accounting or Business Administration, or a recognized accounting designation (CGA, CMA, CA).
- Five years of experience in budget preparation, public sector accounting and financial management at a senior level, or an equivalent combination of training and experience.
- Strong communication, time management, organizational, problem-solving and analytical skills required.
- Advanced experience in Microsoft Office Suite with emphasis in utilizing Excel. Previous experience using Atrive software also an asset.
- Additional details outlined in the job description - [For the Full Job Description, please click here.](#)

School District No. 42 meets the learning needs of over 15,000 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.

This is a full-time continuing position and the salary range for this position is \$76,310 to \$95,387 per annum, plus a comprehensive benefits package including municipal pension plan, flexible benefits package and professional development fund. To apply, please forward your cover letter, resume, [district application form](#) and supporting documentation to applicants@sd42.ca. This posting will remain open until filled. For more information about our School District please visit: <http://www.sd42.ca/our-district/>

Our staff members are the foundation of our system. When you join our school district, you become part of a talented community of educators and