



SENIOR MANAGER, FINANCE

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.

THE OPPORTUNITY SENIOR MANAGER, FINANCE

Reporting to the Assistant Secretary Treasurer, the Senior Manager, Finance plays a key role in aligning departmental business and operational plans with the Board of Education’s strategic plan. Responsibilities include the development of financial forecasts and budgets, maintenance and monitoring of budgets, and ensuring the accurate financial information for decision-makers.

RESPONSIBILITIES

General responsibilities:

- Provides leadership to the District’s monthly internal financial reporting function by developing systems, processes and reports to ensure that appropriate financial information is readily available to District Managers and District Senior Team.
- Develops and maintains timely and accurate financial statements and reports that are tailored to user needs.
- Monitors insurance transactions and risk management policies and procedures to ensure that program and organizational risks are minimized.
- Provides risk management advice, including appropriate insurance coverage for the school district.
- Provides strategic support to the Secretary Treasurer and District Senior Team in long term financial and strategic planning for operations, facilities and technology.
- Provides support to the directors of the Information Technology and Facilities departments in the development of systems and processes for the optimal use of technology and facilities for business throughout the District.
- Provides financial and operational support to leaders of educational programs, including International Education, Ridge Meadows College, and Learning Services.
- Prepares financial reports for the Ministry of Education and Child Care, funding agencies and the Board of Education.

- Prepares written recommendations for presenting to the Board of Education with appropriate supporting documentation.
- Performs other related duties as assigned by the Assistant Secretary Treasurer or Secretary Treasurer.

Managerial responsibilities:

- Oversees the Budget division of the Finance department. Hires, trains, coaches, evaluates and effectively manages the performance of exempt and unionized staff.
- Manages all employee and labour relations matters for subordinates in accordance with collective agreements, employment contracts and employment related legislation.
- In conjunction with departmental staff, develops operational plans for the department that promote and support the Board's Strategic Plan.
- Consults with the Assistant Secretary Treasurer regarding financial management departmental priorities and takes necessary actions to achieve these objectives and goals.
- Monitors departmental workloads on an ongoing basis and develops and implements plans to most effectively utilize staff and develop efficient work processes.

Internal and External Relationships:

- Keeps the Assistant Secretary Treasurer and Secretary Treasurer informed of current financial matters and provides formal reports as requested.
- Collaborates with members of the Senior Team, administrators, managers, and employees in other departments on joint initiatives.

QUALIFICATIONS

Education:

- University degree in Accounting, Commerce, or Business Administration.

Professional Designation:

- Chartered Professional Accountant designation and membership in good standing.

Experience:

- 5 years of progressive financial responsibility.
- Proven managerial experience.

Knowledge, skills and abilities:

- Solid understanding of generally accepted accounting principles.
- Knowledge of federal and provincial legislation affecting school districts and charities.
- Demonstrated commitment to ethical behavior and business practices, aligning personal conduct and influencing others to uphold organizational values.
- Proven ability to establish and maintain positive working relationships internally and externally facilitating the achievement of organization goals.

- Ability to communicate effectively including the ability to speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Ability to anticipate, understand, and meet or exceed the needs of internal and external clients within organizational parameters.
- Proficiency in utilizing computer programs for accounting, word processing, databases, spreadsheets, e-mail, and internet.
- Ability to work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Ability to positively influence others to achieve results that are in the best interest of the organization.
- Ability to assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the organization's best interests.
- Ability to set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- Ability to determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- Ability to analyze problem situations, identify causes, gather relevant information, generate solutions, and make recommendations or implement resolutions.

Direct Supervision:

- 1 Manager, Budgets (Exempt).
- 1 Senior Accountant (CUPE).

COMPENSATION

The salary range for this position is \$118,902-\$132,114 plus an excellent comprehensive benefits package.

TO APPLY

To apply, please send your cover letter and resume to applicants@sd42.ca, this posting will remain open until filled. The district appreciates the interest of all applicants, however, only those selected for an interview will be contacted.