

---

School District No. 52 (Prince Rupert) is seeking an exceptional leader for the temporary position of District Financial Assistant, effective November 1, 2023 to April 30, 2024, or a mutually agreeable date.

### THE SCHOOL DISTRICT

School District No. 52 (Prince Rupert) is located within traditional Ts'msyen Territory on the beautiful north coast of B.C. and services the small communities of Hartley Bay and Port Edward in addition to the City of Prince Rupert. Currently we have one secondary school, one middle school, five elementary schools, one store-front site and one "on reserve" school (Hartley Bay, K-12). Our student population is approximately 1,800 students, 64% of which are Indigenous. School District No. 52 is an exhilarating place to work where new ideas and opportunities are embraced. We are excited to work with a professional who values and is committed to public education and who will provide leadership in alignment with the district's strategic plan.



### THE POSITION

The District Financial Assistant, working under the Acting Secretary Treasurer, will be responsible for the efficient operation of district business functions including payroll, accounts payable, accounts receivable, general accounting, financial reporting and budgeting. The District Financial Assistant 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.



### THE CANDIDATE

#### 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.

#### 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.
- Analyzes financial documents and budgets and provides explanations of reason for current and projected variances.
- Prepares additional financial reports as directed by the Acting Secretary Treasurer

#### 3. Leadership

- Motivates employees within the department, communicating the department's vision, productively engaging the workforce and instilling within them a sense of purpose.
- Directs, coordinates, supports and evaluates the work of the department staff, ensuring that staff are appropriately trained and motivated.
- Monitors compliance with district policies and procedures that support effective employee service for the district.

#### 4. Internal Relationships

- Ensure the Acting Secretary Treasurer 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: Acting Secretary Treasurer

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

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

## Qualifications

Preference will be given to applicants with an accounting degree and/or CPA designation.

## HOW TO APPLY

---

### Cover Letter

Please submit a cover letter describing your particular interest in the position, current role and key responsibilities

### Resume

A complete and current resume must be provided, clearly describing:

- all relevant education;
- all job and leadership experiences related to the role; and
- provincial and/or community involvement/committees.

### Supporting Documentation

Letters of reference are not required, please submit professional reference contacts, please include emails and two phone numbers (office or home or cell) for each reference.

Applications will only be accepted in electronic form and must be received by **4:00 pm** on **October 15, 2023**. We appreciate all applicants, however, only those candidates selected for interviews will be contacted.

School District 52 Prince Rupert values inclusion and embraces diversity as a strength. Our goal is for all individuals to feel a sense of belonging in a safe, supportive and welcoming community. We encourage applications from all qualified individuals, including Indigenous, Black, people of colour, all genders, LGBTQ2+ and persons with disabilities.

Please submit all documentation in a single PDF and completed applications are to be captioned as District Financial Assistant and emailed to:

Attention: Brittney Verissimo  
School District No. 52 (Prince Rupert)  
Email: [hr@sd52.bc.ca](mailto:hr@sd52.bc.ca)