



# Fraser-Cascade School District No. 78

## Employment Opportunity Director of Finance (Exempt)

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### THE SCHOOL DISTRICT

School District No. 78 (Fraser Cascade) encompasses the communities of Agassiz, Harrison Hot Springs, Boston Bar and Hope and serves approximately 1750 students with a staff of over 300 people. The District has nine schools and three Strong Start centers and works cooperatively with many local agencies to provide a broad range of services and opportunities for our students.

The Board office is located in the beautiful town of Hope and boasts amazing opportunities for outdoor adventure such as kayaking, biking, hiking, and skiing. The town itself has many indoor recreational options as well such as swimming, hockey, curling, and bowling. The region, set in the eastern portion of the Fraser Valley, has mild winters and warm sunny summers.

### THE POSITION

The Director of Finance is accountable to the Secretary-Treasurer for the management and coordination of district business operations in the area of accounts payable, accounts receivable, payroll, general accounting, financial reporting and budgeting.

*Salary Range: \$120,301 - \$133,668*

### Educational Qualifications/Experience:

- A recognized accounting designation or near completion of a recognized accounting designation (CPA) is desirable;
- Minimum of 2-3 years progressive experience in accounting, financial management including budget preparation and control and supervisory experience is required;
- Excellent communication, interpersonal, organization and financial planning skills are required;
- Demonstrated ability to work as a member of a team;
- Exceptional computer/information technology skills;

### APPLICATIONS

Questions regarding the position can be directed to:

Gerry Slykhuis, Secretary-Treasurer  
Email: [Gerry.slykhuis@sd78.bc.ca](mailto:Gerry.slykhuis@sd78.bc.ca)

Applications are to include cover letter, resume, references, and proof of education/courses.

Applications are to be emailed to: [hr@sd78.bc.ca](mailto:hr@sd78.bc.ca)

Application deadline: Open until filled

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*"Everyone Pulling Together to Improve the Achievement of All Learners"*



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#### 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 and 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 Secretary-Treasurer is responsible for 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 financial statements and year end schedules for the annual audit.
- Prepares additional financial reports as directed by the Secretary-Treasurer.

##### 3. Leadership

- Promotes a team approach to management in the business group with emphasis on establishment of efficient and effective customer service and collaborative problem solving.
- Directs, coordinates, supports and evaluates the work of the business staff and ensures that staff is appropriately trained and motivated.
- Assumes the duties of the Secretary-Treasurer in their absence.

##### 4. Internal Relationships

- Ensure the Secretary-Treasurer is kept informed of current financial matters and provides the Secretary-Treasurer with formal reports as requested.
- 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 district, the Ministry of Education, bankers, tax authorities and other public bodies and external auditors on district financial matters.

#### Reporting Relationships

##### Reports to:

- Secretary-Treasurer

##### Directly Supervises:

- Payroll Clerk-Support
- Payroll Clerk-Teachers
- Accounts Clerk

##### Key Relationships:

- Board of Education
- Principals, Vice-Principals
- district personnel