



# Fraser-Cascade School District No. 78

## Employment Opportunity Manager, Payroll and Finance (Exempt)

---

### 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 Manager, Payroll and Finance works under the direction of the Secretary-Treasurer for the efficient operation of district business functions including payroll, accounts payable, accounts receivable, general accounting, financial reporting and budgeting. The Manager, Payroll and Finance 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.

*Salary Range: \$76,115 - \$95,144*

### EDUCATIONAL QUALIFICATIONS/EXPERIENCE

- Courses in Accounting and Payroll is required;
- Minimum of 1-3 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

---

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



# Fraser-Cascade School District No. 78

## Employment Opportunity

### Manager, Payroll and Finance (Exempt)

---

#### 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. 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, assists in 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 schedules for the annual audit. Prepares additional financial reports as directed by the 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.

Promotes a team approach to management in the department, focussed on efficient and effective customer service and collaborative problem solving.

Directs, coordinates, supports and evaluates the work of the department staff, ensuring that staff are appropriately trained and motivated.

Participates in the development of short- and long-term capital and operating plans to address the requirement for new payroll and accounting technologies, and the upgrading of existing systems.

Monitors compliance with district policies and procedures that support effective employee service for the district.

##### 4. Internal Relationships

Ensure the 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:  
Secretary-Treasurer

Directly Supervises:  
Support Payroll Clerk  
Teacher Payroll Clerk  
Accounts Clerk