



# Fraser-Cascade School District No. 78

## Employment Opportunity

### Accounting and Payroll Supervisor (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 200 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 Accounting and Payroll Supervisor is responsible for managing and overseeing the general accounting functions, including but not limited to accounts payable, payroll and general ledger.

Along with supporting the Secretary-Treasurer in the financial and reporting activities in the District.

#### Duties and Responsibilities:

- Prepares financial records, reports and statements as requested by the Secretary-Treasurer and assists with the preparation of the annual budget;
- Controls expenditures in accordance with the budget and ensures adequate internal controls are in place;
- Assists in the planning and operation of information technology functions related to business/financial applications;
- Provides leadership in undertaking projects such as initiation of software improvements;
- Assists in coordinating, directing and performing school fund reviews including petty cash;
- Assists with compilation and preparation of the working papers and financial statements for external audit in accordance with S.23.1 of the Budget Transparency Accountability Act of BC;
- Assists in the preparation of documents for the GRE and other Ministry reporting;
- Assists with coordinating the collection of data for the September 30<sup>th</sup> and February enrolment reports.

#### Payroll:

- Assists with supervision of 2 payroll clerks and an accounts payable clerk;
- Maintains a thorough understanding of all payroll and benefits information;
- Establishes procedures for efficient operations in the payroll department;
- Ensures all staff salaries and benefits are paid in accordance with contracts, policy and collective agreements;
- Monitor District benefit plans and meets with provider;
- Approves and transfers payrolls.

#### 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:  
Ken Mackie, Secretary-Treasurer  
Email: [ken.mackie@sd78.bc.ca](mailto:ken.mackie@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: July 15, 2022