



## Chilliwack School District:

Chilliwack School District No. 33, located at the eastern end of the Fraser Valley, is one of a few growing school districts in the province. The District is privileged to operate within S'olh Temexw, the traditional territory of the Stó:lō People, enriched by the cultural heritage of the Pilalt, Sema:th, and Ts'elxwéyeqw.

Our district serves approximately 14,500 students and employs around 2,100 dedicated employees. Here, you'll find a diverse, inclusive, and forward-thinking environment committed to creating a safe, caring, and healthy learning and working environment. Embracing our core values of Inclusion, Diversity, Kindness, Equity, and Innovation, we collectively strive to meet the present needs of our students, employees and community, while remaining flexible to anticipate and respond to future priorities. Syós:ys lets'e th'ále, lets'emót – one heart, one mind, working together for a common purpose.

## About the Position:

The Chilliwack School District is seeking a knowledgeable and detail-oriented Financial Services Coordinator to join our finance management team. Reporting to the Assistant Secretary Treasurer, the Financial Services Coordinator will play a critical role in ensuring accurate financial transaction recording and the efficient capture of financial information.

## Core Responsibilities Include:

- Develop and implement procurement policies and procedures.
- Ensure compliance with public sector regulations and organizational policies.
- Conduct audits and reviews to mitigate financial and operational risks.
- Supervise period-end closing processes and review journal entries.
- Provide guidance to accounting clerks and oversee balance sheet reconciliations.
- Support fee management software setup and maintenance.
- Oversee reporting for Special Purpose Funds.
- Conduct cost analysis on educational initiatives.
- Support internal audit processes and report findings.

**Salary Range:** \$76,355 to \$95,444 commensurate with experience

## Are You the Ideal Candidate?

Join us as a key member of our Financial Services team, where you will champion our District's Vision, Mission, and Values through expert financial management and strategic support. Your role will focus on maintaining accurate financial records, overseeing purchasing and contract management, and ensuring compliance with regulatory standards. With your proactive approach, strong analytical skills, exceptional communication abilities, and dedication to fostering an ethical and transparent financial environment, you will drive the success of our finance operations and support informed decision-making across the district.

## Qualifications:

- CPA designation (CA, CGA, or CMA) or nearing completion.
- Minimum 3 years of full cycle accounting experience, including year-end audit preparation.
- Experience in purchasing, contract administration, and integrated general ledger systems.
- Demonstrated ability to interact with all levels of management.
- Experience in management and supervision, preferably in a unionized environment.
- Advanced skills in Excel and other software, with the ability to automate routine tasks.
- Strong analytical and problem-solving abilities.
- Familiarity with Public Sector Accounting Standards (PSAS).
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.

## How to Apply?

If you're ready to support our financial strategies, foster positive environments, and ensure the accuracy and efficiency of our financial operations, we encourage you to submit your application today. The application deadline is October 15, 2024, at 3:00pm.

To apply, please visit [www.makeafuture.ca/chilliwack](http://www.makeafuture.ca/chilliwack).

For any questions or further information, please email [careers@sd33.bc.ca](mailto:careers@sd33.bc.ca)

***Chilliwack School District is committed to diversity and inclusion, and encourages candidates who self-identify as Indigenous, LGBTQIA2S+, a member of a visible minority and/or a person with a disability to apply for all positions within the School District.***