



The Interlake School Division invites applications for the position of

ACCOUNTING MANAGER

Reporting to the Secretary-Treasurer, the Accounting Manager is responsible for leading and monitoring the daily operations of the accounting department.

Responsibilities:

- Comply with Board Governance Policies and Administrative Procedures, legislative requirements and collective agreements
- Manage and support accounting functions, including accounts payable, payroll and accounts receivable
- Perform general accounting functions; including fixed assets, capital project accounting, grant reporting, accruals and reconciliations
- Complete annual school audits of school generated funds
- Participate in developing the annual budget
- Prepare year-end working papers and assist with financial statement preparation and annual audit
- Collect and verify student enrolment data
- Provide accounting support to schools

Qualifications:

- Minimum 5 years' relevant experience
- Post-secondary including Chartered Professional Accounting designation (CA, CMA, or CGA)
- Strong analytical, communication and interpersonal skills
- Excellent organizational skills and attention to detail
- Advanced financial software and Microsoft Office skills
- Experience in a public sector environment considered an asset

Salary: \$95,000 - \$120,000 per year, depending upon qualifications

For further information, please contact Melanie Mousseau at mmousseau@isd21.mb.ca

Start Date: As soon as possible

Applicants must include a cover letter, resume and three recent references.

Forward applications (in PDF format as one document) to hr@isd21.mb.ca.

Deadline for applications is **12:00 noon Wednesday, October 26, 2022.**

Interlake School Division welcomes applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.

We thank all applicants for their interest. Only candidates selected for an interview will be contacted. Employment will be subject to satisfactory Criminal Record and Child Abuse Registry Checks.