



INVITES APPLICATIONS FOR THE FOLLOWING POSITION

Position:	Accounting Manager
Location:	Division Office - Winnipeg
Start Date:	As soon as possible
FTE:	7.25 Hours/Day, 5 Days/Week, 12 Months/Year
Term of Employment:	Permanent
Salary:	\$119,000 to \$132,250 per year (Rate as of July 1, 2021)
Unionized/Non-Unionized:	Non-Unionized
Application Deadline:	Monday, November 20, 2023

Under the general direction of the Secretary-Treasurer, the Accounting Manager manages and coordinates the Division's accounting and finance functions.

QUALIFICATIONS

Required

- University or college graduate with completion of a professional accounting designation, CPA (CA, CMA, or CGA)
- Minimum of five (5) years relevant experience in increasing responsible positions within Public Sector (preferably in Education)
- Demonstrated experience and ability to effectively manage staff
- Strong analytical, business, organizational and interpersonal skills
- Proven leadership in financial and business matters
- Exceptional information technology skills including the use of financial accounting software as well as Microsoft Excel, Outlook, and Teams
- Demonstrated ability to initiate, manage and grow with organizational change

Desired

- Experience with Enterprise Resource Planning (ERP) software implementation/upgrades
- Familiarity with FRAME reporting, the Public Schools Act, and the operations of a school division
- Experience with commercial law, real estate transactions, lease agreements, and residential tenancy branch regulations

DUTIES AND RESPONSIBILITIES

- Supervise and evaluate the performance of all accounting staff and ensure that financial systems and services are delivered in an efficient and effective manner
- Prepare monthly and annual financial statements, budget reports, variance analysis, grant reports, and other ad hoc financial reporting as required
- Assist the auditors with the annual audit
- Provide financial accounting services and supports to schools and area offices
- Participate in the development of the annual and capital budgets and prepare the annual operating budget
- Monitor all financial matters related to funding agreements
- Review reports on capital and D-grant projects to ensure compliance with funding criteria
- Coordinate the audits of school committee, school and lottery accounts
- Manage and monitor the distribution of annual unconditional grants to school committees.
- Formulate and prepare the per pupil cost for invoicing to First Nations, Indigenous Services Canada (ISC) and other funding partners
- Ensure accounts receivable are monitored and collected in a timely manner
- Manage the process for reporting and verifying student enrolment data
- Assist with the management of the Division's fleet vehicles and buses, lease agreements, service purchase agreements, and Divisional housing
- In consultation with the Technology Department, coordinate the enhancement of computerized accounting systems and procedures, including assisting with the new ERP implementation
- Work collaboratively with the Division's senior administrative team

Applications should include a cover letter, current resume, and a list of three professional references including contact numbers.

Thank you for your interest; however, only applicants selected for an interview will be contacted. By applying, you consent to the Division contacting your references. As a condition of employment, the successful candidate will be required to submit a clear Criminal Record Check (including Vulnerable Sector Check) and Child Abuse Registry Check, at their own expense. Further information is available at www.fsdnet.ca

Reasonable accommodations are available for persons with disabilities on request.

Forward application package to:

Human Resources Department
30 Speers Road, Winnipeg, MB R2J 1L9
Fax: (204) 258-2068
Email: hr@fsdnet.ca

