



School District 72 operates throughout a large geographic area. Campbell River and Quadra Island schools and our school board office are located on the traditional territory of the Liḡwít̓daḡw people. School District 72 also encompasses the traditional territory of the Klahoose (Cortes), K'ómoks (Sayward), and ḡw̓emaḡk̓wu (Bute Inlet) First Nations.

SUPPORT STAFF

Position:	Accounting & Systems Specialist
Posting Number:	24-CLER-014
Term of Employment:	Permanent
Hours/Day/FTE:	7 Hours/Day
Wage/Salary:	\$32.48 - \$37.65
Deadline to Apply:	4:00 PM on October 27, 2024

Join Our Team

School District 72 is looking for an **Accounting & Systems Specialist** to join our team of professionals who strive to bring the district's learning beliefs to life.

School District 72 (Campbell River) is located on the east coast of central Vancouver Island, extending north to Sayward and south to Oyster River. The district also includes the outer islands of Read, Cortes, and Quadra. The district serves over 5,600 students in 18 schools with a diverse range of programs that are progressive and responsive to the educational needs and interests of students.

The district respects and values the relationships with all First Nations, Métis, and Inuit peoples who reside in these territories. It is with respectful consideration that the programs and services provided to students and staff acknowledge their histories, cultural contributions, and contemporary concerns.

About the Role

This is a 12-month position that reports to the Assistant Secretary-Treasurer and provides general accounting support to the business services department including supporting the district's effective use of business information systems and processes. Collaborating across departments such as Finance, HR and IT, develop training, guides, documentation, and best practices for successful use of districts business information systems.

Specific Responsibilities:

- Under the direction of the Assistant Secretary-Treasurer, ensure district and school financial transactions are posted in compliance with Generally Accepted Accounting Principles (GAAP), policies and guidelines.
- Compiles financial data, designing and preparing regular and ad-hoc reports.
- Performs financial reviews to ensure accuracy.
- Provides advice on accounting processes and procedures and how they integrate into the financial system.
- Provides back-up and temporary coverage for other finance and administrative functions.
- Assists with analyzing system data and reconciliation of student, statistical, and financial information.
- Adapts, expands, and delivers training programs to administrative assistants, administrators, and other end-users to support changes in business processes.

- Streamlining existing business processes to eliminate or reduce duplication and redundancy.
- Liaises with district departments to determine business needs, identify business improvement with input and assistance from end users.
- Provides support services to end-users of financial systems: CIMS CORE, Admin Connect, and Schoolbooks.
- Provides support to HR and Payroll in the use of SmartFind Express and CIMS integration.
- Reviews and analyzes business processes and systems as they relate to the district's Financial/HR/Payroll system.
- Creates and maintains system user accounts with appropriate access levels as directed by department managers.
- Assists school and board office staff with data migration (importing/exporting) to and from various information systems.
- Liaises with internal and external IT/system support departments to troubleshoot, manage upgrades/implementations, and collaborates on integrations.
- Perform month-end and year-end procedures, develop training plans and provide system set up and end-user training.
- Assists with communication to end-users through online webinars, Newsletters, TEAMS meetings, etc.
- Performs administrative duties as required.
- Ensures confidentiality of sensitive information.
- Other related duties as assigned.

Bring your Expertise

- Successful completion of a diploma at a recognized post-secondary institution in a related field such as accounting, business, or information systems.
- Three years recent full-time equivalent experience in accounting, information systems or office administration in a public sector setting.
- Experience working with employee information systems/databases such as ERP, HRIS, Financial systems.
- Intermediate to advanced knowledge of bookkeeping and accounting procedures.
- Minimum proven typing speed of 45 wpm, with advanced word-processing skills, and intermediate proficiency in the use of Word, Excel and relevant database software applications.
- Demonstrated proficiency in both oral and written communication including the ability to compose routine business correspondence.
- Sound knowledge of the applicable rules, regulations, policies, and procedures which govern departmental and/or school activities.
- Ability to establish and maintain positive working relationships with all School District staff and external parties.
- Ability to work independently with a minimum of supervision.
- Strong teamwork skills with the ability to work harmoniously and cooperatively within the team.
- Demonstrated ability to exercise initiative and judgment while working within prescribed procedures and processes.
- Excellent organizational skills with the ability to anticipate and prioritize job-related duties and to follow through and accurately complete tasks in a timely fashion.
- Superior communication and customer service skills including a demonstrated ability to exercise tact and diplomacy.
- Ability to maintain a high level of confidentiality.
- Desktop publishing skills such as creating PDF forms, graphics, workflow process diagrams, etc., preferred.
- Demonstrated ability to train end-users at all levels of an organization on the appropriate use of district information systems.

- Demonstrated ability to provide coaching, mentorship, peer support and guidance.
- Excellent critical thinking skills, intuitive problem solving, investigative and independent learning skills.
- Demonstrated experience in system maintenance or data integrity oversight.
- Aptitude for current technology with understanding of how databases read data uploaded from text files, with the ability to identify issues in source documents.
- Proactive about creating value and improving efficiencies using modern technology.

Contribute to Our Success

The Campbell River School District proudly developed a strategic plan for 2024-2028 that prioritized the following:

- Honour Indigenous World Views and Perspectives
- Student-Centred Learning Environments
- Evolving for Tomorrow

The following commitments are essential to all positions within the Campbell River School District:

- Commitment and adherence to workplace policies, procedures & practices.
- Commitment to standards of conduct, including behaving in a manner that is: respectful, professional, team-oriented, collegial, collaborative, ethical, honest, and trustworthy.
- Commitment to understand and implement the Truth and Reconciliation Calls to Action and the Declaration on the Rights of Indigenous Peoples Act.

Join Our Community

Campbell River is a scenic, oceanfront community framed by extensive waterfront, west coast forests and snow-capped mountains. The area is renowned for its natural beauty and recreational opportunities such as skiing, kayaking, fishing, mountain biking, hiking, golf, and endless opportunities to experience nature. The moderate climate allows residents to participate in numerous outdoor activities on a year-round basis.

Experience the Benefits of SD72

- Professional development and growth opportunities.
- The opportunity to grow your career in a small district.
- Progressive leadership team.
- Positive collegial culture with a great sense of community.

Employees are eligible for extended health and dental benefits, life insurance, and participation in a pension program as outlined in the Canadian Union of Public Employees (CUPE), Local 723 along with competitive vacation and sick day entitlements.

Employment Equity

We value diversity of people to best represent the students and communities we serve as an equitable and inclusive employer. We welcome applications from all backgrounds, demographics and life experiences.

School District 72 is also committed to creating and maintaining an accessible work environment for all members of its workforce. Within this hiring process we will make efforts to create an accessible process for all applicants (including but not limited to people with disabilities). Confidential accommodation is available on request.

How to Apply

Please submit applications through the [School District 72 Job Connect Portal](#). We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted. The successful candidate will be required to complete a criminal record check.

Please ensure your application includes a cover letter stating the posting number, an updated resume and references, including most recent supervisor(s).

In accordance with Article 16.01 (a), *the applicant with the greatest seniority and having the required qualifications, skills and ability to perform the job applied for shall be awarded the position.* The district reserves the right to employ methods of assessment, to assess qualifications. Assessment of qualifications may include, *but not limited to*, hours of experience, proof of certification, testing, interviewing, probationary periods and so on.