

## **Associate Director, Financial and Business Systems**

The Surrey School District respectfully acknowledges that our schools reside on the traditional, unceded, and shared territories of Coast Salish peoples: The ḡ ícə ḡ - Katzie, the q'wa:ńł'əń - Kwantlen and the SEMYOME - Semiahmoo First Nations, who have been stewards of this land since time immemorial.

Surrey Schools is the largest BC school district and the second-largest employer in Surrey. We're proud recipients of BC Top Employers and Canada's Greenest Employer awards. Surrey Schools provides quality education to over 82,000 students with 124 schools sites and a variety of other learning facilities, offering a broad range of innovative programs and services to support the learning of our students. The Surrey School District team of approximately 13,000 employees works tirelessly every day to ensure that children are getting the best start they can, providing the preparation to be our leaders of tomorrow.

### Our Commitment:

Providing quality education extends beyond academic excellence; we are committed to creating and cultivating diverse, inclusive, and barrier-free environments for all applicants, employees, students, and their families.

### Diversity, Equity, and Inclusion & Values:

Our identity, as Surrey Schools, is expressed in the shared values of openness, fairness and belonging and recognizes the importance of diversity of identity and thought. We are an equal opportunity employer and welcome applicants from all backgrounds. We are committed to removing barriers and creating a workplace where everyone, regardless of their background, feels empowered to contribute their best.

Join us in our mission to provide the best start for children, preparing them to be the leaders of tomorrow. If you are passionate about education, diversity, and making a positive impact, we invite you to explore opportunities with Surrey Schools.

### **Job Summary**

The Associate Director assists the Assistant Secretary-Treasurer in leading and shaping the district's Enterprise Resource Planning (ERP) selection and implementation within financial and business administrative services. This role collaborates closely with the Assistant Secretary-Treasurer to ensure effective management, oversight, and execution of the ERP project, ensuring smooth integration with current financial processes and driving the transformation of our financial operations.

This is a full-time, three-year position focused on supporting the district's selection, implementation and onboarding of a new ERP system. The role will be reviewed and reassessed at the end of the three-year term.

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### Responsibilities:

- **ERP Implementation Leadership:**
  - Work with ERP implementation team, to develop and execute a comprehensive ERP implementation plan, including timelines, milestones, and resource allocation.
  - Lead the financial workstream of the ERP project, ensuring alignment with overall project goals and objectives.
  - Coordinate with IT and other departments to ensure the ERP system meets financial and business requirements.
- **Partner Management:**
  - Act as the primary point of contact for all financial aspects of the ERP implementation.
  - Facilitate regular meetings with ERP project team and external consultant(s) to provide updates and address any issues.
  - Ensure effective communication and collaboration between Finance, IT, and other departments.
- **Process Improvement:**
  - Identify opportunities to streamline and enhance financial and business processes through the ERP system.
  - Implement best practices for financial reporting, budgeting, forecasting, analysis, and other business functions.
  - Drive continuous improvement initiatives to optimize the use of the ERP system.
- **Training and Support:**
  - Develop and deliver training programs for finance team members on the new ERP system.
  - Provide ongoing support and troubleshooting to ensure a smooth transition and adoption of the ERP system.
  - Create user manuals and documentation to assist with training and support.
- **Data Migration:**
  - Oversee the migration of financial data from legacy systems to the new ERP system.
  - Ensure data integrity, accuracy, and completeness during the migration process.
  - Develop and execute data validation and reconciliation procedures.
- **Compliance and Risk Management:**
  - Ensure compliance with financial regulations, internal policies, and industry standards during the ERP implementation.
  - Identify and mitigate risks associated with the ERP project.
  - Develop and implement controls to safeguard financial data and processes.
- **Performance Monitoring:**
  - Monitor and report on the performance of the ERP system post-implementation.
  - Identify areas for further optimization and enhancement.
  - Collaborate with IT and other departments to address any issues and implement improvements.

### QUALIFICATIONS

#### Education & Experience:

- A post-secondary business program degree and a minimum of seven (7) years of progressive experience in a complex unionized financial environment, including demonstrated leadership in financial administration with at least five (5) years of supervisory experience, preferably within a large public sector organization.
- A professional CPA designation

- Extensive knowledge of the principles and practices of accounting, auditing, payroll, and budgeting.
- Awareness of public/government administration environment, particularly in the public education sector and the requirements around financial, risk management and governance matters.
- Knowledgeable of labour relations - interpreting and assisting with contract and labour issues.

**Knowledge, Skills, Abilities:**

- Advanced written and verbal communication skills with the ability to create program materials, reports, and presentations.
- Demonstrate strong leadership skills with the ability to inspire and guide teams towards achieving organizational goals.
- Strong relationship management and interpersonal skills and ability to communicate across all levels of the organization including with District senior management and the Board of Trustees.
- Acts with accountability, responsibility, and transparency in the use of public funds
- Ability to influence and lead change.
- Commitment to inclusion and belonging and building a caring and respectful workplace.
- Proven ability to exercise tact and diplomacy, confidentiality, and conflict resolution skills. Works skillfully in difficult situations with both internal and external groups and tactfully provides direct feedback
- Exceptional organizational, project management, and change management skills and proven ability to manage multiple priorities while delivering high-quality results.
- Anticipates and identifies long-term, future organizational needs and opportunities.
- Takes ownership of risks and actions, holds self and others accountable for results, and aligns own activities and priorities to meet broader organizational needs
- Weighs the consequences of options before making a decision and displays confidence in judgment
- Effectively cope with change, handle risk and uncertainty, respond quickly and comfortably to new approaches
- Provide strategic direction, leadership, and oversight to the team, ensuring alignment with organizational goals. Manage, mentor, and develop reports, fostering a collaborative and high-performance work environment.

**What we Offer:**

Comprehensive Benefits Package

- Extended Medical, Vision and Dental
- Life Insurance, Short-Term and Long-Term Disability
- Employee Family Assistance Program
- Municipal Pension

13 Paid Holidays, plus Sick & Vacation Time

Onsite Fitness Room in the Surrey Head Office

Supportive workplace with a positive and productive work environment. Feel a sense of security and safety to act, speak, and reflect who you are

**This position's starting salary is \$120,257 - \$150,321 plus a competitive benefits package and Municipal Pension.**

Placement in the salary range is determined by an assessment of qualifications and ability to meet the key requirements of the job, and consideration of internal equity comparisons.

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Qualified applicants can apply on Make a Future at <https://bit.ly/3WNGzhu> by clicking the "apply" button to the right of the posting, ensuring to include cover letter, resume, supporting documentation and references by August 16, 2024 at 4pm.

Note: Successful applicants will be required to consent to a Criminal Records Search prior to employment. Only those applicants selected for interviews will be contacted. To all others, thank you for your interest.



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