



ST. JAMES-ASSINIBOIA SCHOOL DIVISION
"Great Schools for Growing and Learning"

FINANCE MANAGER
Full-time (100%) position

To oversee and ensure the successful delivery of the Division's accounts payable and general accounting functions including school audits, compilation, consolidation and analysis of divisional financial data.

Main Duties and Responsibilities:

- The Finance Manager is responsible for the oversight and management of the school division's accounts payable and related accounting operations. This role provides leadership, support, and training to schools, departments, and stakeholders to ensure financial compliance, operational efficiency, and effective internal controls across the school division. The Manager supports financial reporting, budgeting, and audit functions, and plays a key role in the integrity and accuracy of financial data and systems.
- Performs internal audit reviews for schools and parent council organizations in the division to ensure proper controls are in place and are legislation compliant.
- Manages and maintains user access for School Cash Online for the schools in the division.
- Coordinates and performs analysis on school fund financial records and prepares financial statements, working papers and reconciliations.
- Manages and maintains online banking user access for Board Office, maintains signing authorities, processes inter-bank transfers, ensures the secure processing of wire transfers and other bank transactions related to the International Student and Continuing Education Programs
- Reviews and authorizes payroll file transfers and tax payments and assists in the completion of payroll as required.
- Reviews and authorizes travel advance expenditures and car mileage claims.
- Attends committee meetings as required.
- Assumes other responsibilities as assigned.

Qualifications:

- A post-secondary degree or diploma in Accounting, Finance, or Business.
- Chartered Professional Accountant (CPA) designation, or in the currently enrolled in the program.
- Minimum of three years related experience in accounting, finance, or audit role.
- Experience managing the full cycle of accounting and the preparation of year-end financial reports.
- Knowledge of Public Sector Accounting Standards (PSAS).
- Supervisory and experience with Canadian payroll processing would be considered assets.
- An equivalent combination of education and experience may be considered.
- Valid Manitoba driver's license with access to a reliable vehicle as travel to divisional facilities is required.

Application must be made no later than Tuesday, October 14, 2025, to:

Director, Human Resources
St. James-Assiniboia School Division
2574 Portage Avenue, Winnipeg, MB R3J 0H8
Email: kristina.pawlyk@sjasd.ca

All applicants are thanked for their interest; however only applicants selected for an interview will be contacted. Employment is contingent upon the provision of clear Criminal Record and Child Abuse Registry checks.

The St. James-Assiniboia School Division is proud to employ staff who represent the diverse community it serves and is committed to providing an inclusive and barrier free work environment. We value diversity in our workplace; hence, we invite and encourage applications from people that self-identify as members of designated groups (Indigenous peoples, persons with disabilities, members of a visible minority, and women).

If you need to be accommodated during any phase of the hiring process, please contact Human Resources to request special accommodation. All information received relating to accommodation will be kept confidential.