



BRANDON SCHOOL DIVISION

Position Description: **ACCOUNTANT**

Competition: #2403002
Location: OFFICE OF THE SECRETARY-TREASURER, BRANDON SCHOOL DIVISION
Hours/Day: 7.00 HOURS PER DAY (FULL-TIME), MONDAY TO FRIDAY
Start Date: OCTOBER 7, 2024
Term of Employment: PERMANENT POSITION
Salary Range: Starting salary will be commensurate with qualifications and experience.
Application Deadline: 12:00 NOON, FRIDAY, SEPTEMBER 27, 2024

Duties and Responsibilities

Reporting to the Assistant Secretary-Treasurer, the Accountant will assist in the performance of the accounting and fiscal management functions. Responsibilities will include budget preparations; supervising the accounting operations; and preparation of the Division's financial records.

Required Qualifications

- Completion of 3rd year in a professional accounting program (CPA, CGA, CMA, CA or equivalent) or Business Administration Diploma;
- Minimum of five (5) years related experience in a fast paced accounting environment;
- Experience in budget preparation;
- Supervisory experience;
- Strong written, interpersonal and organizational skills;
- Ability to work as a member of a team;
- Well-developed computer/information technology skills;
- The ability to initiate, manage and grow with organizational change.

Your cover letter must clearly indicate how you meet the required qualifications.

Please visit the Brandon School Division website at [Careers \(bsd.ca\)](https://careers.bsd.ca) to view the full job posting and to apply online. Deadline for receipt of applications is 12:00 noon, Friday, September 27, 2024.

Employment will be subject to a Criminal Record Check and a Child Abuse Registry Check completed within the four months preceding the date of application with results satisfactory to BSD. BSD will give consideration to gender equity, visible minorities, Indigenous peoples, and persons with disabilities. We thank all applicants for their interest. Only those selected for an interview will be contacted. Upon request, BSD will provide reasonable accommodations to applicants disabled by barriers during the interview and assessment process.