



Competition # 25-079

ASSISTANT MANAGER OF BUDGET AND ACCOUNTING

Miramichi Education Center

Pay Band 3 SBO (\$46,774 – \$73,398 annually)

The Assistant Manager of Budget and Accounting is responsible for contributing to the efficiency of the Budget and Accounting Department through the performance of required accounting duties.

Tasks

This position reports to the Budget and Accounting Manager and is responsible to:

- Assist in supervision of accounting, purchasing processes and/or Administrative Services.
- Assist Budget and Accounting Manager in analysis, preparation, and allocation of the annual administrative and operating budgets in a fair and equitable manner and to reflect district objectives.
- Assist in forecast, analysis, review, and preparation of timely and accurate monthly reports and make recommendations accordingly.
- Assist in the administration of purchase cards, travel reimbursements and school raised funds.
- Assist in year-end activities as requested by the Budget and Accounting Manager.
- Monitor special projects as requested by the Budget and Accounting Manager, ensuring that instructions are followed, and budgets are respected.
- Assist in providing financial guidance, on-going support, and training to the district/school financial users.
- Other duties may be assigned.

QUALIFICATIONS:

Work at this level requires competence normally gained through the equivalent of a University Degree in a non-technical area, or a two (2) year Community College program supplemented by a minimum of four (4) years of related work experience. Typical work at this level is done within well-defined, somewhat diversified procedures, with many precedents covering most situations and/or readily available assistance. Duties may include identifying issues for action, providing advisory, coordination or other important support services for use by others in achieving results. **Testing to determine competencies required for this position will be administered.**

SALARY:

Pay Band 3 School Business Officials (PSAC) based on a minimum of 36.25 hours/week.

This is an open competition; however, in accordance with the Public Service Alliance of Canada Union Collective Agreement, should unionized employees under this bargaining group apply, they shall be selected based on skill, ability, competence and qualifications. Where skill, ability, competence, and qualifications are relatively equal amongst union applicants, the vacancy will be filled based on seniority within the bargaining unit. If there are no union applicants, the position will be filled from qualified applicants for this competition.

Applicants must clearly demonstrate the essential qualifications to be given further consideration. Subject to the response of this competition, education and/ or experience requirements may be changed. Thank you in advance for applying. Only those selected for an interview will be contacted. The successful applicant will be required to provide a criminal record check and two (2) references outlining how, when and where the applicant has acquired the qualifications and skills for this position.

Please apply directly online at <https://asdn.simplication.com/> no later than **June 5, 2025, at 12:00 P.M.**

We are an Equal Opportunity Employer and promote a scent-reduced environment.