



Controller

The School District

The Pacific Rim School District covers much of Central Vancouver Island's rugged, picturesque West Coast and serves a regional population of approximately 31,000 residing in the communities of Port Alberni, Tofino, Ucluelet, Bamfield and other remote communities. The schools are situated on the hahahoulthee of the císaaʔatḥ, hupačasath, tla-o-qui-aht, Huu-ay-aht First Nations as well as the Yuuʔuʔiḥʔatḥ Government. The school district respectfully acknowledges that it works alongside all Nuu-chah-nulth Nations, other First Nations, and Metis and Inuit of British Columbia to serve all children and youth of the Alberni-Clayoquot region.

The District is home to 4000 students, 35% of whom are of Indigenous ancestry. The District consists of two secondary schools, eight elementary schools, one remote K-12 school and an alternative and Adult learning centre. The District also has a strong French Immersion program and a thriving international student program.

The District has childcare programs in seven elementary schools and three separate stand-alone childcare buildings on school district property.

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Reporting to the Secretary Treasurer, the Controller is responsible overseeing all financial operations of the school district including treasury, payroll and accounting for the School District. This includes budget development, financial reporting and analysis and internal controls. The Controller is responsible for purchasing and administrative functions of the School District as assigned.

Primary Responsibilities:

- Ensure compliance with the School Act and Regulations, all other applicable legislation, and Board policies related to Controllership functions.
- Maintain effective financial controls for the Operating, Capital, Trust, and Special Purpose Fund accounts.
- Prepare accurate and timely financial reports to support District management, the Board and external partners.
- Prepare annual budgets and uphold strong budgetary controls.
- Oversee the District's payroll functions, ensuring adherence to Collective Agreements, government regulations, and Board policy.
- Serve as Purchasing Agent for designated commodities and services.
- Carry out assigned administrative responsibilities, including management of the Board Office telephone system and the accounting/payroll software system.
- Attend Board and Committee meetings as required. Participate actively as a member of the Executive Committee.
- Supervise accounting and payroll staff.
- Participate in contract negotiation and stewardship activities.
- Complete Ministry reporting requirements and meet all deadlines in collaboration with the Secretary-Treasurer.

- Oversee banking operations and cashflow management for the District's bank accounts.
- In the absence of the Secretary-Treasurer, perform all necessary corporate secretary duties.
- Perform other related duties as assigned by the Secretary-Treasurer.

Qualifications:

- Completion of Grade 12 along with a university degree in accounting, business, and/or a professional accounting qualification.
- A minimum of five years of accounting experience within a related business sector.
- CPA Required
- PMP designation is considered a strong asset.
- Ability to establish and maintain collaborative relationships with a wide variety of stakeholders.
- Ability to plan, organize and implement systems and processes to support operational efficiency.
- Proficiency in computer applications relevant to the responsibilities and duties of the position.
- Demonstrated strong and positive interpersonal skills.

This excluded position has an excellent benefits package, and a wage range from \$86,449 to \$108,061 based on qualifications and experience. For more information on this position contact Jaslene Atwal, Director of Human Resources at jatwal@sd70.bc.ca.

Interested applicants should forward their resume with cover letter and any supporting documentation, **before 9:00am April 10, 2026. Application packages must be submitted electronically to Trisha Wilson, Manager of HR at twilson@sd70.bc.ca.**

In submitting an application package, candidates consent to Pacific Rim School District contacting individuals or supervisors for the purpose of shortlisting and/or reference checking other than those provided as references in the application package.

We appreciate the interest of all applicants but advise that only those selected for interviews will be contacted.