



Part Time - Business Manager

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 ha-houlthees of the cišaaʔaṭḥ, hupačasath, tla-o-qui-aht, Huu-ay-aht First Nations as well as the Yuuʔuʔiʔaṭḥ Gouvernement. 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.

Business Manager

Part-Time (3-days per week) position. Temporary position until return of incumbent. Reporting to the Principal of Alberni District Secondary School, and with liaison to the Secretary Treasurer, perform a variety of accounting and administrative functions.

Specific Responsibilities

- Maintain appropriate accounting controls and records of the school funds.
- Maintain appropriate control of the school's budget for the allocated public funds.
- Perform purchasing functions for the school.
- Maintain the inventory of books, supplies and school assets.
- Collect and account for fees from students and parents.
- Perform other such duties as assigned.

Qualifications

- Grade 12 graduation a minimum of 2 years completion of a recognized accounting designation.
- Minimum of 5 years accounting experience.
- CPA is an asset
- Fully familiar with Microsoft Office Suite
- Strong, positive interpersonal skills.

This excluded position has an excellent benefits package, and a wage range (for 3-day position) from \$47,753 to \$59,691 based on qualifications and experience. Start date to be determined by mutual agreement. For more information on this position contact Director of Human Resources, Jaslene Atwal at jatwal@sd70.bc.ca.

Interested applicants should forward their resume with cover letter, recent references and any supporting documentation, **before 10:00am, April 24, 2026. Application packages may be submitted electronically to Trisha Wilson, Manager of Human Resources: twilson@sd70.bc.ca.**

In applying, candidates consent to SD70 Pacific Rim 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.