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Anglophone South School District invites applications for the following positions:

**COMPETITION # ASD-S - 2026-PSAC003**

**Budget and Accounting Assistant Manager**

**1 Position**

**Public Service Alliance of Canada Union (Local 60702), School Business Officials Group**

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.

**DUTIES:** 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 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.
- Oversee and administer procurement process.
- Manage trust investments, scholarships and banking operations
- 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:** \$2,213 – \$3,053 bi-weekly SBO3 (PSAC), based on a minimum of 36.25 hours/week.

**Application:** Applications are to be received no later than **Thursday, April 23, 2026, at 12:00 noon**. Applications must be made in writing and include a cover letter and resume clearly outlining your qualifications. 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 three (3) references supporting how, when, and where the applicant has acquired the qualifications and skills for this position.

**Please note:** This is an open competition, however, in accordance with Public Service Alliance of Canada Union Collective Agreement, should unionized employees under this bargaining group apply, they will be considered first, with priority given to employees in the bargaining unit who work for Anglophone South School District. Unionized applicants shall be selected on the basis of skill, ability, competence and qualifications; where skill, qualifications and ability are relatively equal amongst union applicants, the vacancy will be filled on the basis of seniority. If there are no union applicants, the position will be filled from other qualified applicants to the competition. Staffing for this position will comply with the terms of the collective agreement. Should a breach in process be brought to our attention following the appointment, it will be reviewed in conjunction with the union. If it is found that the original appointment made was in breach of the collective agreement, the employer shall rescind the employment offer.

Please apply directly online at <https://asds.simplification.com>

Employment opportunities within the Anglophone South School District can also be found on our website at:

<https://asds.nbed.ca/work-with-us/apply-to-jobs/>

***We are committed to employment equity.***

**(All facilities in Anglophone South School District are scent reduced environments)**