



Anglophone South School District invites applications for the following position:

**Director of Finance and Administration
Office of the Superintendent**

The successful candidate will be responsible to plan, co-ordinate, direct and provide leadership in financial and administrative non-teaching operational services, including; budgeting and accounting, pupil transportation, building maintenance, IT services, and school food programs.

As a member of the district leadership team, assist the Superintendent in the establishment of short, medium and long-term plans, which are consistent with the goals, and objectives of the district and the Department of Education and Early Childhood Development.

Approximate financial extent: 69 schools, approximately 25,000 students and a budget in excess of \$400 million.

DUTIES:

- Participate as a member of the leadership team to develop policies and procedures, goals and objectives.
- Implement all District Education Council and ministerial policies and guidelines, established laws and regulations, and district goals and objectives.
- Oversee the budget/accounting portfolio by means of approving and monitoring the annual work plan (goals/objectives/strategies) of the Budget and Accounting Manager to ensure that required goods and services are provided within budgetary limits.
- Oversee the property services operation portfolio (building/grounds/related equipment) by means of approving and monitoring the annual work plan (goals/objectives/strategies) of the Facilities Manager to ensure a safe and healthy learning/work environment for students and staff.
- Oversee the pupil transportation portfolio by means of approving and monitoring the annual work plan (goals/objectives/strategies) of the Pupil Transportation Manager to ensure a safe and efficient transportation service for students.
- Act as a resource person to school administrators in matters relating to all support services areas, to plan and review operations in relation to district goals and objectives.
- Act as a liaison with the Department of Education and Early Childhood Development and other agencies.
- Plan for the purchase, upgrade and refresh of technology to support learning.
- Oversee the implementation of the provincial food program (facilities, partners and contracts).
- Other duties may be assigned.

QUALIFICATIONS:

Education and training: Graduation from university with major course work in commerce, business, or public administration. Preference given to applicants with a Master of Business Administration degree or accounting designation (CPA).

Technical and managerial experience: 8-10 years' experience in a managerial/supervisory capacity; sound financial/administrative foundation; the ability to make decisions quickly; adaptable; effective team leader; excellent communication skills; excellent analytical skills.

SALARY: This is a Management and Non-Union position which falls under Pay Band 8, \$4,323.00 - \$4,869.00 bi-weekly

APPLICATION: Applications are to be received no later than **Monday, April 27, 2026, 8:00am**. Applications must include a cover letter and resume that clearly demonstrate how you meet the qualifications for the position, as well as the names and contact details of three professional references. Incomplete applications will not be considered. 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.

Apply by e-mail only to:

asd-s.jobs@nbed.nb.ca

Attn: Susan Moffatt, Director of Human Resources
Anglophone South School District

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We are committed to employment equity.