



## **WMS Employment Opportunity**

### **November 2, 2023**

Winnipeg Mennonite School (WMS) is a Christ-centered organization that seeks to provide a strong academic foundation and a vibrant community for students and families. WMS staff are caring and capable and work to support the WMS Statement of Faith.

**Position:** Business Manager

**Job #:** WMS23-18

**Job description:** Reporting to the WMS Superintendent/Chief Executive Officer, the Business Manager manages and provides senior leadership for the financial and physical property assets of Winnipeg Mennonite Elementary School Inc. Responsibilities include:

- To manage and provide leadership in a manner consistent with the missions and values of WMS.
- To ensure the highest level of efficiency and financial accountability for WMS.
- To hold to the highest professional and Christian standards.
- To be a signatory on WMS financial accounts.
- Attend Board meetings as required.
- In charge of all financial aspects of WMS, including Accounts Payable and Accounts Receivable.
- Provide financial reports to the WMS Board as required.
- Assist in developing and monitoring office systems, including financial software
- Work with staff, administrators and the WMS Board Finance Committee in developing and monitoring the annual budget
- Manage investments and cash flow in consultation with the WMS Board Finance Committee.
- Manage all physical plant, capital improvements and purchasing for WMS.
- In cooperation with the Superintendent and CEO, monitor and ensure WMS has adequate liability and property insurance coverage.
- Ensure employment contracts are correctly prepared and executed
- Manage busing services for WMS, including service and safety of the buses and the employment and ongoing training of the drivers.
- To provide financial and accounting advice to the Parents' Associations, as required
- Ex-officio member of the WMS Board Operations Committee, Bursary and Finance Committee.

- Provide general supervision for the Central Office Admin Assistant and WMS janitorial staff (both sites).
- Submit Annual September 30th enrollment data to Manitoba Education and liaise with Manitoba Schools Finance Branch on other financial items, including all required financial reporting.

**Qualifications:**

- CPA designation with sufficient financial training and experience to oversee all accounting and financial record keeping.
- Ability to maintain a positive working relationship with staff, students and the school community.
- Experience and ability in leading employee relations and human resources.
- Excellent communication and listening skills.
- Demonstrated leadership ability.
- Self-motivated and must be bondable
- Clear Criminal Record (including vulnerable sector check) and Manitoba Child Abuse Registry Check

**Posting closes:** Friday, November 10, 2023

**Start date:** ASAP

**Job type:** Full-time

**To apply:** Submit your resume and cover letter to:

Steve Lawrie - CEO/Superintendent

[steve.lawrie@mennoniteschool.ca](mailto:steve.lawrie@mennoniteschool.ca)

204-885-1032

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Visit us online at [mennoniteschool.ca](http://mennoniteschool.ca)

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