Burnaby Public Library empowers the community to engage with and share stories, ideas and information. Our vision is a welcoming community where all people can explore, learn and connect.

Burnaby is the third largest city in British Columbia, with excellent rapid transit links, significant parkland, and well-equipped recreational facilities. The 230,000 residents speak more than 100 languages, and more than half of the culturally diverse population has a mother tongue other than English.

BPL employs 250 staff at four branches that are important public spaces, meeting places and centres for discovery and dialogue, anchored by our broad and deep collections and our commitment to in-person service. BPL is committed to meeting the needs of our highly diverse community, with an increased emphasis on community-led approaches and connecting with people outside the library, a greater focus on digital literacy, and a commitment to upgrading and rethinking our public and staff spaces.

Burnaby Public Library invites applications for the following position. Forward your resume and cover letter to libadmin@bpl.bc.ca. Please quote Competition #13/2020.06.08. The closing date for this posting is Wednesday, June 17, 2020.

**Position Title:** BUDGET OFFICER – LIBRARY

**Position Summary:**

The Budget Officer joins a skilled and dedicated Administrative team at the Bob Prittie Metrotown Branch to deliver exceptional service to staff at BPL’s four branches and Burnaby’s diverse community. The Budget Officer performs complex accounting and analytical work and reports to the Finance & Administrative Services Manager.

This is a regular part time position of 21 hours per week. The schedule is to be determined.

**Duties:**

- Drafts operating and capital budgets, financial forecasts and related reports for senior management review.
- Monitors and analyzes expenditures and identifies and investigates budgetary variances to ensure accuracy and compliance with established policies and procedure.
- Reviews financial systems and practices, tests and troubleshoots system upgrades, coordinates and implements new or revised systems, processes and documents.
- Conducts research and analysis for projects and prepares reports outlining findings, conclusions and recommendations for senior management and the Library Board.
- Provides training, guidance and explanation to non-financial internal and external contacts.

**Qualifications:**

- Completion of the 12th grade and working towards completion of a recognized accounting program (CPA) plus sound related experience or an equivalent combination of training and experience.
- Considerable knowledge of principles, practices, procedures and systems applicable to municipal accounting operations.
- Considerable knowledge of applicable laws, regulations and statutory requirements of municipal accounting.
• Sound knowledge of the organization and functions of various departments.
• Ability to draft, monitor and analyze budget and financial information.
• Ability to coordinate, implement and maintain computer based financial and related systems.
• Ability to prepare and maintain a variety of reports and records related to work.
• Ability to communicate effectively orally and in writing.
• Ability to establish and maintain effective working relationships.
• Considerable knowledge of MS Excel, sound knowledge of SAP finance modules and prior work experience in financial planning, budgeting and forecasting are all considered assets.
• An individual who embraces empathy and brings experiences and perspectives that will add to and challenge our team. BPL believes that diversifying our team will make our organization stronger and more reflective of the community we serve.

**Salary:** $34.98 to $41.29 hourly (2019 rates). Burnaby Public Library offers a comprehensive benefit package.

We thank all applicants for their interest in Burnaby Public Library. However, only those selected for an interview will be contacted.