

LEADERSHIP OPPORTUNITY – SECRETARY TREASURER

School District NO. 52 (Prince Rupert) is seeking an exceptional leader for the position of Secretary Treasurer, effective July 1, 2024 or a mutually agreeable date.

THE SCHOOL DISTRICT

School District No. 52 (Prince Rupert) is located within traditional Ts'msyen Territory on the beautiful north coast of B.C. and provides service to the communities of Hartley Bay and Port Edward in addition to the City of Prince Rupert. Currently we have one secondary school, one middle school, five elementary schools, one store-front site and one on reserve school (Hartley Bay, K-12). Our student population is approximately 1,800 students, with 64% of students with Indigenous ancestry. Our community boasts an excellent recreation facility, 18-hole golf course, racquet centre, tennis courts, museum and a Performing Arts Centre. SD 52 is an exhilarating place to work where new ideas and opportunities are embraced. SD52 has been described as "leading edge" in terms of instruction and assessment practices, and is well known for the forward-thinking work of the Indigenous Education and Support Services Department.



We are excited to work with a professional who values and is committed to public education, and who will provide leadership in alignment with the district's strategic plan.



THE POSITION

Reporting to the Superintendent, the Secretary Treasurer is a key member of the district leadership team responsible for collaborating with key rights-holders and stakeholders at all levels of the organization to ensure alignment with the strategic plan. The Secretary Treasurer, as the Chief Financial Officer, is accountable to the Superintendent for school district financial reporting duties related to the Board's corporate affairs, preparation of the annual

operating and capital budgets, supporting staff labour relations and human resources, school district computer systems, school district occupational health and safety, and for the supervision of administrative personnel.

The annual pay range for this position is \$175,256 - \$194,729. When determining salary, years of education and a candidate's range of experiences will be considered. SD 52 also offers a comprehensive benefits package and pension.

THE CANDIDATE

The district is seeking a skilled financial leader and creative problem solver with a Chartered Professional Accountant (CPA) designation. Possessing transparent, responsive and collaborative leadership style, the Secretary Treasurer will ensure that business services support effective education services for students and contribute to the achievement of the the district's strategic goals. The Secretary Treasurer will be innovative and possess skills in policy development, systems development, and planning expertise to assist the Board of Education with decision making. In addition, the successful candidate will possess:

- Professional accounting designation;
- Minimum of five-years of experience at a senior management level;
- Excellent communication, inter-personal and problem-solving skills;
- Experience working with elected Boards;
- Ability to plan, organize and implement Board and departmental policies;

- Proficiency with technology programs relevant to operations and the district operating systems such as Office 365
- Ability to provide strong financial leadership for the district; and,
- Experience in the education sector would be an asset.

APPLICATION REQUIREMENTS

Cover Letter

Please submit a cover letter describing your particular interest in the position, current role, and key responsibilities you have related to the position of Secretary Treasurer.

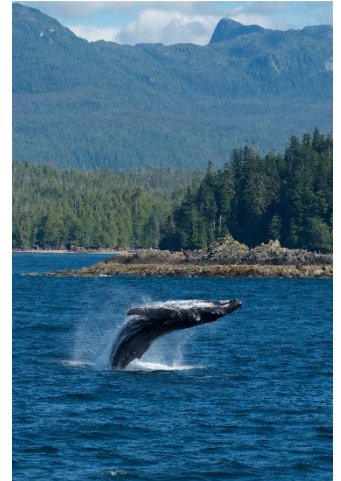
Resume

A complete and current resume must be provided, clearly describing:

- all relevant education;
- all job and leadership experiences related to the role; and
- provincial and/or community involvement/committees.

Supporting Documentation

Letters of reference are not required. Please submit professional reference contacts, and include an email and phone number for each reference.



HOW TO APPLY

Applications will only be accepted in electronic form and must be received by **4:00 pm on April 30, 2024**. We appreciate all applicants, however, only those candidates selected for interviews will be contacted.

Please submit all documentation in a single PDF and completed applications are to be captioned in the subject line; "Secretary Treasurer Position" and emailed to:

Andrew Samoil
Superintendent of Schools
School District No. 52 (Prince Rupert)
Email: hr@sd52.bc.ca

School District 52, Prince Rupert, values inclusion and embraces diversity as a strength. Our goal is for all individuals to feel a sense of belonging in a safe, supportive and welcoming community. We encourage applications from all qualified individuals, including Indigenous, Black, people of colour, all genders, LGBTQ2+ and persons with disabilities.



Secretary Treasurer, Job Description

POSITION TITLE: Secretary Treasurer	LOCATION: School Board Office
POSITION CLASSIFICATION: Exempt	SUPERVISOR: Superintendent

Secretary Treasurer

Core Responsibilities

The Secretary Treasurer, as the Chief Financial Officer, is accountable to the Superintendent for the financial, legal, and general business activities of the district and through sound financial planning and management, ensures fiscal responsibility and accountability of the district.

Specific Responsibilities

1. Leadership Role

- Promotes effective and efficient financial management at all district levels keeping up-to-date on contemporary practices applicable to the Secretary Treasurer’s areas of responsibility.
- Participates as a member of the senior management team in the management of district resources and the achievement of district goals and assists other members of the district management team with business-related issues.
- Provides a strategic vision for the district as it relates to business functions and links this vision within the larger district goals.
- Ensures the financial and business goals and objectives are addressed in a timely and effective manner, identifying concerns that have significant financial or operational implications.

2. Financial Management

- Ensures that the annual operating and capital budgets processes and other financial planning activities are consistent with the vision, goals and policies of the Board and comply with applicable laws, and Ministry guidelines
- Coordinates the annual district operating and capital budgeting processes including communicating the budget timetable and instructions to district staff, ensuring appropriate budget documentation from departments, analyzing departmental budget submissions, compiling the total district budget, and preparing budget summary reports for use by the district management team and the Board in budget decision-making.
- Oversees the development and implementation of effective financial and administrative systems

3. Financial Analysis and Reporting

- Directs the preparation of regular financial reports for the Board of Education and the district management team.
- Prepares additional reports on financial matters as directed by the Board of Education or the Superintendent.
- Directs the preparation of the annual audited financial statements and other financial reports for submission to the Ministry of Education and other regulatory bodies.

4. Human Resources/Labour Relations

- Acts as support to both local teacher and support staff agreements
- Participates in the support staff grievance process providing advice and recommendations to school principals as to possible solutions, ensuring that proposed solutions maintain the integrity of the district and are within the terms and spirit of the agreement
- Provides advice to HR Department with respect to matters in dispute and on issues concerning the implementation, interpretation or administration of the support staff collective agreements and related labour legislation
- Provides advice to the Board and the district senior management team on emerging human resources / labour relations trends, issues and information
- Liaises with the British Columbia Public School Employers' Association (BCPSEA) for the purposes of communication regarding bargaining and collective agreement administration and ensures that collective agreements and employment contracts comply with BCPSEA policies and directives
- Chairs the district Health and Safety Committee

5. Organization and Management of Staff

- Directs, coordinates and supports the work of the staff in the business department which includes purchasing, accounting & finance, facilities, and information technology
- Acts as a leader across the business department to motivate and communicate the Boards' vision and direction as it relates to the strategic plan and district goals.

6. General Business Operations

- Has overall responsibility for district business infrastructure and all business-related functions of the school district including legal, procurement, accounting & finance, operations, transportation and information technology.
- Ensures compliance with legal requirements imposed by the *School Act* and other legislation regarding financial, trustee, and Board related matters including ensuring the custody of deeds, leases, agreements, contracts, insurance policies, and other corporate documents.

7. Capital Planning

- Provides leadership on and has overall responsibility for capital projects including approving and directing capital funding requests to the Ministry.
- Oversees and ensures timeline and completion on district capital projects and in collaboration with the Director of Operations, develops short- and long-term capital plans to address the requirement for new facilities, renovation and up grading of facilities.

8. Board Operations / Corporate Secretary

- Advises and supports the Board on all aspects of business matters, developing and recommending policies and procedures to enhance efficient and effective operation of the district.
- Prepares and executes corporate documents and oversees the custody and affixing of the district's official corporate seal.
- Maintains and keeps custody of the minutes of all legally constituted Board and committee meetings.
- Organizes, as necessary, trustee elections and referenda in accordance with the *School Act* and the *Local Government Act*.

9. Other Duties

- Performs other duties as contained in statute and as assigned from time to time by the Board of Education and/or Superintendent of Schools.

10. Internal Relationships

- Ensures that the Superintendent and other members of the senior management team have current knowledge of district operational issues
- Develops positive working relationships with other members of the district senior management team and employee groups

11. External Relationships

- Develops effective and productive relationships with all agencies, organizations and institutions with common interests with the district in order to facilitate interests of the Board to be well represented including municipal officials, auditors, bankers, ministries of the provincial government and other school districts

12. Reporting Relationships

Reports to:	Superintendent
Directly Supervises:	Director of Finance,
Key Relationships:	Board of Education, Principals, Vice-Principals, District personnel, and Ministry of Education, External Auditors