



Learning for a Lifetime

Secretary-Treasurer/Chief Financial Officer, Coquitlam School District (No. 43)

Please find the original job posting at <https://bit.ly/2NH4443>.

School District No. 43 (Coquitlam) is inviting applications for the position of Secretary-Treasurer/CFO. This position reports to the Superintendent/CEO as the senior business official for the district and is a member of the District Leadership Team. We are seeking a candidate who will bring a minimum of 5 years of demonstrated success in senior leadership roles ideally in public sector organizations such as school districts, municipalities, or post-secondary education, with responsibility for a broad portfolio including financial and corporate operations, legal affairs, purchasing, policies and procedures, financial information management, risk management, maintenance, and facilities. They will possess a business-oriented degree, combined with a professional accounting designation (CPA). They will have outstanding business and financial acumen with the ability to appreciate and balance the demands for resources, a strong sense of accountability for the effective utilization of the resources of the school district, the ability to align financial planning with identified priorities and strategic thinking. They will have successful experience working with and providing progressive financial planning advice to a Board.

The Coquitlam School District is the third largest school district in British Columbia with an overall budget of approximately \$400M. The district employs approximately 4,000 employees and supports over 32,000 students. We serve the communities of Coquitlam, Port Coquitlam, Port Moody, and the villages of Anmore and Belcarra and are located within a 40-minute drive from downtown Vancouver. Our district has been consistently identified by the British Columbia Ministry of Education as one of the best performing districts in the province and we are proud to run the largest international education program in British Columbia.

The Coquitlam School District has been, and always will be, built on the fundamentals of student achievement, inclusive practices, community and cultural development, literacy, and social-emotional, early, and lifelong learning. By working together and striving to achieve a clear set of goals and objectives the Coquitlam School District will continue to advance, be a leader in student achievements and outcomes, and be a contributing organization to the social and cultural well-being and economic prosperity of the regions we serve.

To learn more about this exciting opportunity please click [here](#) to read our Executive Brief.

A competitive salary is offered along with an industry leading benefits package. The preferred commencement date for this position will be August 16, 2021.

Qualified applicants are invited to apply for this opportunity by forwarding a cover letter, resume and other relevant documents (letters of reference are not required but will be considered if submitted) via email to Randy Manhas, Executive Director of Human Resources, at rmanhas@sd43.bc.ca by 4:00 pm on Friday, April 16, 2021.

Please be advised that applications will be **assessed upon submission**. Candidates who are selected for an interview will be asked to provide 3 professional references prior to the interview date. The successful applicant will be required to complete two criminal record checks.

We appreciate your interest but only those candidates selected for an interview will be contacted.

The deliberations of employees, and committees used to screen and consider job applications, shall be kept in strict confidence, and shall not be disclosed to any person except as required by law. Personal references, recommendations and evaluations collected or generated by Board employees and Committee members as part of the Board's hiring processes (other than references whose authorship and content is already known to the job applicant) shall be treated as having been supplied in confidence to the Board for the purposes of the *Freedom of Information and Protection of Privacy Act*.