



**COWICHAN VALLEY**  
School District

**YOUR CAREER IS BEYOND EDUCATION**

**Associate Secretary-Treasurer  
Competition #21-010**

Cowichan Valley School District is seeking an individual to join our dynamic team as our Associate Secretary-Treasurer.

Situated in the beautiful Cowichan Valley on southern Vancouver Island, the Cowichan Valley School District is located between Victoria and Nanaimo. The Cowichan Valley School District extends north to Saltair, south to Spectacle Lake on the Malahat and west to the Lake Cowichan region. We are honoured to be learning on the ancestral and unceded territories of the Quw'utsun, Malahat, Stz'uminus, Penelakut, Halalt, Ts'uubaa-asatx and Lyackson peoples. The District serves a student population of approximately 8,200 students of which 1,600 identify as Indigenous. The School District has 22 school sites and an annual budget of over \$111 million. Further information regarding the School District can be obtained at [www.sd79.bc.ca](http://www.sd79.bc.ca).

Reporting to the Secretary-Treasurer, the Associate Secretary-Treasurer is responsible for the day-to-day direction and supervision of the finance, purchasing and payroll functions. The Associate Secretary-Treasurer will also assist managers, principals and supervisors in implementing and understanding the District's financial and accounting services. This position is responsible for maintaining accurate up-to-date financial records as required by statute and in accordance with Generally Accepted Accounting Principles (GAAP) and Public Sector Accounting Board (PSAB) standards, and advising other staff on the policies and procedures in the financial area.

This position works directly with the District's senior management team to monitor quarterly projections and budget allocations, and to control expenditures throughout the year. The position also works directly with staff in the Ministry of Education and an external audit provider to ensure appropriate budget and expenditure controls, systems and procedures are in place and working effectively.

**Please send us a cover letter and resume clearly highlighting how you meet the following education and experience qualifications:**

- Professional accounting designation and five years' related experience in a senior financial role; public sector experience preferred
- Progressively responsible experience in budget development and financial analysis
- Experience in the leadership and supervision of staff
- Ability to comply with Generally Accepted Accounting Principles (GAAP), Public Sector Accounting Board (PSAB) standards and Auditing Standards (GAAS)
- Ability to organize and plan workload, meet deadlines, exercise good judgment and make sound decisions
- Ability to establish and maintain positive working relationships with a variety of individuals within and outside the organization
- Sound analytical and problem-solving skills
- Ability to pay attention to detail
- Excellent interpersonal skills

See attached job description. For further information, please contact Secretary –Treasurer Jason Sandquist at (250) 748-0321 ext 201 or by email to [execasst\\_st@sd79.bc.ca](mailto:execasst_st@sd79.bc.ca). Please submit your cover letter, resume, letters of reference and any other supporting documents to:

Jason Sandquist, Secretary-Treasurer  
Cowichan Valley School District  
2557 Beverly Street, Duncan, BC V9L 2X3  
[execasst\\_st@sd79.bc.ca](mailto:execasst_st@sd79.bc.ca)

**Applications must be received by 4:00 pm on Wednesday, March 31, 2021.**

We appreciate all applicants, however, only those candidates selected for interviews will be contacted.