



SECRETARY-TREASURER SEARCH

Applications are invited for the position of Secretary-Treasurer for School District 5, Southeast Kootenay. Duties to commence October 15, 2021 or as mutually agreed. Please find the job posting on Make a Future at <https://bit.ly/3fcLr9J>.

The District

SD 5, Southeast Kootenay provides educational services to approximately 5800 students in grades Pre-K to 12.

The Southeast Kootenay School District is located in the southeast corner of the province of British Columbia bordered by Alberta on the east and the USA on the south. With an approximate population of 36,000 most people live in the communities of Cranbrook, South Country (Baynes Lake, Grasmere, Elko, Galloway and Jaffray), Fernie, Sparwood and Elkford.

The District Office is located in the City of Cranbrook, BC (population 20,000), which boasts the Canadian Rockies International Airport, the East Kootenay Regional Hospital, the College of the Rockies, the 600 seat Key City Theatre, and the Western Financial Place recreational complex. Cranbrook is situated in arguably the sunniest part of British Columbia. Mild winters and warm sunny summers characterize this semi-arid mountain environment.

Southeast Kootenay finances have been administered in a fiscally responsible manner. The District's approved operating budget for 2021-2022 is approximately \$67 million.

The Region

The region features spectacular mountain scenery, clean lakes, and is an outdoor recreation wonderland.

The Position

The District has adopted a dual authority model with the Superintendent and Secretary-Treasurer reporting directly to the Board of Education. The selected candidate will have an acceptable accounting designation and an exemplary employment record. The Secretary-Treasurer serves as the corporate financial officer for the District performing the duties set out in the Regulations and has supervisory oversight for all business functions including the areas of finance, transportation, technology, and facilities including custodial, grounds and maintenance. In addition, the Secretary-Treasurer performs all duties set out in the School Act and such other duties as are assigned by the Board from time to time.

The Candidate

Our District is seeking a highly competent administrator with exemplary interpersonal and communication skills, with the ability to maximize the District's financial management software to facilitate effective decision making. The Board seeks an

individual with proven fiscal management and accountability skills coupled with an ability to work effectively and in a complementary, service-oriented fashion with the Board, the Superintendent and other senior staff.

A competitive compensation package is provided in compliance with BCPSEA and PSEC Secretariat compensation policy direction.

More Information

SD 5 Southeast Kootenay <https://www.sd5.bc.ca>

City of Cranbrook <https://www.cranbrook.ca>

Applications

This competition will remain open until a suitable candidate is found. However, applications received by **August 27, 2021** will be assured of careful consideration. Email applications, including a cover letter, resume, and a list of at least three professional references together with complete phone contact information (home, work and mobile phone numbers) in a single pdf file to:

Leroy Sloan, PhD

Sloan Consultants Ltd.

Email: leroy@sloanconsultants.ca

Phone: 780-293-1006

Applicants are requested to include all of their personal phone numbers and email address with their application package.