



School District #49 (Central Coast) Leadership Opportunity – Secretary Treasurer/CFO



We are seeking a skilled leader for the position of Secretary Treasurer/CFO to assume responsibilities as soon as possible, at a mutually agreeable date.

THE SCHOOL DISTRICT

School District 49 (Central Coast) resides on the traditional territories of the Nuxalk, Haíłzaqv and Wuikinuxv peoples, on the central coast of British Columbia, 450 km west of Williams Lake. We provide a unique learning and working environment, serving approximately 200 students in Wuikinuxv in Rivers Inlet, Denny Island, Hagensborg and Bella Coola.

Our district has unrivaled scenery, and our communities are steeped in rich histories. We are truly an outdoor enthusiast's paradise and perfect for someone who desires to live and work in a small community.

THE POSITION

We are seeking a candidate wishing to provide strategic and accountable leadership in financial and capital planning, human resources, operations and facilities, transportation and technology support services. We are proud that our district mission "Working together to create a safe, welcoming environment that prepares each learner to reach their full potential" guides our work in the district.

Reporting to the Superintendent of Schools, the Secretary Treasurer is the Chief Financial Officer and works collaboratively with the Board of Education, the Superintendent, district and school staff, partners and rightsholders. The Secretary Treasurer is responsible for the accounting, payroll and benefits, facilities, technology, transportation, legal, risk management and business activities of the district as well as being the corporate secretary to the Board of Education. The capability to balance the demands for programs and services with accountability for the effective utilization of the school district's resources is expected.

Fostering positive and effective working relationships within the district and with First Nations, local government and community organizations is expected in the position.

THE CANDIDATE

With a responsive, transparent, and collaborative leadership style, the Secretary Treasurer will align financial and operational planning with identified strategic priorities. This position will be of most interest to a candidate who likes to balance hands-on financial work with leadership and financial planning. The successful candidate shall possess:

- CPA
- **The successful candidate is working towards or possesses the following:**
- Senior management level experience in finance and business operations.
- Demonstrated success in working as a team member and as a partner with administrators, union leadership, parents, rightsholders and community
- Demonstrated commitment to Truth and Reconciliation
- Successful experience with support of board governance.
- Demonstrated leadership and problem-solving skills.
- Demonstrated ability to create strong, respectful and trusting relationships.
- A record of success providing open and clear communication; sharing information in a timely and transparent manner - excellent listening skills.
- Demonstrated skills in collective agreement administration and positive labour relations within a unionized environment.
- Ability to balance several tasks while completing a variety of diverse projects and assignments in a timely manner.
- Proficiency with computer applications and relevant technology

It is desirable for the successful candidate to have experience in the K-12 education system or public sector.



CLOSING DATE AND APPLICATION SUBMISSION

Please note that applications through the Apply Online feature at Make A Future **will not be accepted**. All Documentation is to be **submitted in a single PDF** and emailed in a single PDF by **3:00 PM PDT, April 17, 2023** to:

Steve Dishkin
Superintendent of Schools, School District 49 (Central Coast)
c/o Tanya Moren, Executive Assistant, Human Resources
tmoren@sd49.ca

APPLICATION PACKAGE REQUIREMENTS

Cover Letter

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

Resume

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

- all relevant education,
- all job and leadership experiences related to the role,
- provincial and/or community involvement/committees, and
- any awards or certificates of recognition.

Supporting Documentation

Letters of reference are not required, please submit reference contacts as described below.

References To Be Contacted

Please provide a separate one-page list of professional references, with contact emails and two phone numbers (office or home or cell), including one from each of the specific references described below:



Specific Reference	Public Education Example	Other Sector Equivalent
Governance	Trustee, Board of Education	Director, Municipal Counsellor
CEO	Superintendent of Schools	Head of Company or Entity
Direct Report	Assistant Secretary-Treasurer	Director of Finance

KEY RECRUITMENT DATES

We are working with the timelines outlined below.

- ⇒ Applications close at **3:00 pm PDT on April 17, 2023**.
- ⇒ Candidates will be notified **by April 21, 2023** of their status.
- ⇒ Preliminary activities and interviews will take place over a two day period, **April 24 and 25, 2023** in Hagensborg.
- ⇒ **The district would prefer the successful candidate to assume this position in May, however the district has some flexibility with the commencement date. Details to be finalized at the time of appointment. Please note the District will provide an experienced one to one mentor to provide support during the transition period or for a reasonable time as needed.**

INQUIRIES

Inquiries and specific questions are being handled by:

Steve Dishkin
sdishkin@sd49.ca
250-982-2691