

## English version Secretary-treasurer position

*In the spirit of reconciliation, we recognize that our organization and our schools are located on the traditional territories of the First Peoples of British Columbia. We are grateful to thrive on these territories while taking care of the families and children who matter to us in order to ensure them a bright future.*

CSF is a nationally recognized public school board for its dynamism and innovative spirit. With an operating budget of over \$100 million and employing over 1,400 people, the CSF is one of the largest Francophone employers in Western Canada. An active partner in the development of the Francophone community in British Columbia for more than 25 years, the CSF has more than 6,000 students, out of a potential 50,000 students, and 47 public schools from kindergarten to grade 12, spread over more than a hundred communities across the province. The CSF has schools scattered across the province and also supports early childhood services. Francophone schools in British Columbia are distinguished by their unique program offering and integration of culture within learning.

The Board of Directors of the Francophone School Board of British Columbia is looking for a highly qualified secretary-treasurer with an innovative and strategic vision, who reports to the CEO of the CSF and will be the head of finances for the school board. The secretary-treasurer is part of the Executive Board and their primary mission will be to ensure compliance at all times with the School Act, regulations, guidelines from the Ministry of Education, and CSF policies. The secretary-treasurer must demonstrate proactive leadership and exemplary and efficient financial management, including capital, operations, and school transportation. As required by Section 23 of the British Columbia School Act, the secretary-treasurer is mandated to maintain records, minutes, and the preservation of the official archives of CSF affairs, as well as to guide the Board of Directors clearly and kindly in its governance for the benefit of all.

### Expected Qualifications:

- Hold a university degree in finance and/or management;
- Be a certified member of the Chartered Professional Accountants (CPA) order (CA, CGA, or CMA);
- Have five (5) years of experience as a secretary-treasurer or finance manager and/or in managing large budgets in the public sector;
- Expert in financial planning and management;
- Excellent knowledge of technological systems to ensure exemplary financial management;
- Excellent understanding of provincial legislation and political issues in a minority context;
- Experience supporting governance and a board of directors.

## Specific Qualifications of the Desired Candidate:

- Collaborative, participative, inspiring, and mobilizing leadership;
- Excellent communication skills, and strong collaboration and interpersonal skills with sector leaders, school administrators, elected officials, and general management;
- Excellent problem-solving skills and the ability to implement effective processes;
- Known for establishing partnerships with various ministries, organizations, and regional stakeholders;
- Demonstrating understanding, listening, tact, discretion, reliability, perseverance, and autonomy;
- Excellent organizational skills and keen sense of planning and follow-up;
- Excellent analytical, synthesis, and planning skills;
- Ability to communicate in French and English, both orally and in writing.

Interested individuals are asked to submit their application online by attaching their letter of interest and a copy of their curriculum vitae in French in a single document.

View the original posting here: <https://bit.ly/3KRk5G3>

Only applications submitted via the website will be considered.

To apply: <https://emploi.csf.bc.ca/affichage/79975>

We thank all candidates for their interest. We will only communicate with those we wish to meet for an interview. Please note that these are conducted via video conference.

*We encourage applications from members of groups that have been marginalized for any reason listed in the British Columbia Human Rights Code, including sex, sexual orientation, gender identity or expression, race, ethnic origin, disability, political beliefs, religion, marital or family status, age, and/or status as a member of First Nations, Métis, Inuit or Indigenous peoples, and any other member belonging to a visible minority.*