



## Secretary-Treasurer

Guided by SD62's Vision, Mission and Values and reporting to the Superintendent, the Secretary-Treasurer is the Chief Financial Officer and a key member of the district's Executive Team. The Secretary-Treasurer is responsible for the finance and payroll, legal, facilities, capital planning, transportation and business operations for the Sooke School District. With a current operating budget of \$215 million, 28 schools and over 2,200 employees, this position is also the Corporate Officer for the Board of Education and leads the district through sound strategic and financial planning, while ensuring fiscal responsibility and adherence to the [BC School Act](#) and corresponding [Regulations](#).

As an ideal candidate, you:

- ❖ Strive for **Personal Excellence**
- ❖ Think **Critically** and **Creatively**
- ❖ Build **Relationships**
- ❖ Model **Leadership Excellence**
- ❖ Use a **Systems Thinking** Approach
- ❖ Cultivate **Community**
- ❖ Practice a **Growth Mindset**
- ❖ Effectively **Communicate and Collaborate**
- ❖ Foster **Interconnectedness**
- ❖ Encourage **Employee Growth**
- ❖ Provide a **Strategic Focus**
- ❖ Demonstrate strong **Business Acumen**

And have the required education and experience noted below:

- Significant track record of successful experience in a senior financial role in the public sector; preferred experience within in the education sector
- Demonstrated and sustained success in leading and supervising staff in a unionized environment
- Chartered Professional Accounting designation in good standing; related degree may be considered if augmented by recent and relevant experience
- Highly effective experience working with an elected Board
- Background and skill with public sector accounting standards, budgeting, financial reporting, auditing, risk management and internal controls
- Experience dealing with risk, legal, labour and insurance matters

The salary range for this full-time position is \$190,188 to \$211,320 per annum. Initial placement within the range is based on related education and experience. Sooke School District offers a very competitive benefits package and pension plan.

### Expressions of interest can be submitted as follows:

1. Submit an Expression of Interest, in strict confidence, to [STsearch@sd62.bc.ca](mailto:STsearch@sd62.bc.ca); or
2. Submit a cover letter and a resume, including references, on the [Make a Future](https://buff.ly/4ed3adT) website at <https://buff.ly/4ed3adT>.

If you require assistance, please see [How to Apply](#) for detailed instructions.

The deadline for submissions is **4:00pm on Friday, October 4<sup>th</sup>, 2024**.

*Adjacent to Victoria on southern Vancouver Island, Sooke School District is the fastest growing school district on Vancouver Island and one of the fastest growing districts in British Columbia. With a commitment to transformational growth and operational excellence, our vibrant workplace culture reflects the dynamic communities where we live, work, and play.*

*SD62 serves five municipalities: Langford, Colwood, Metchosin, Sooke and the Highlands and is on the traditional territories of the Coast Salish: T'Sou-ke Nation and Scia'new Nation and Nuu-chah-nulth: Pacheedaht Nation. Some of our schools are located on the traditional territory of Esquimalt Nation and Songhees Nation.*

*The district is a major employer in our region, with over 2,200 educators and support staff serving more than 13,000 students. The Board of Education has developed a future-oriented Strategic Plan that focuses on three priority areas:*

- ① Learning
- ② Engagement
- ③ Growth

~ School District 62 (Sooke) is an equal opportunity employer ~

~ We are committed to diversity, equity and inclusion in a workplace that is free from discrimination and harassment ~  
~ Our educational environments are welcoming and safe. Our staff and students value and appreciate our differences ~