

Assistant Secretary Treasurer (VP of Finance) **Professional Exempt- On site**



The Burnaby School District is located on the traditional territories of the x̱w̱məθḵw̱əy̱əm, Sḵwx̱w̱ú7mesh, and səliłwətəł. Burnaby is at the geographical centre of Metro Vancouver. In 2021, Burnaby had a population of 249,125. The city is culturally diverse, with roughly 54% of residents having a primary language other than English or French.

We're the fourth largest school district in BC, operating 41 elementary and 8 secondary schools, as well as a range of District programs and Provincial Resource Programs. Over 26,000 students in Kindergarten through Grade 12 are enrolled. Our District employs more than 4,500 dedicated employees who are committed to providing all students with a wide variety of innovative, high-quality programs to ensure student achievement in areas that include academics, athletics, trades training, visual and performing arts, social responsibility, and leadership. In addition, our staff support the successful operation of our school facilities. Our District also provides lifelong learning opportunities to more than 6,000 adult learners through the Burnaby Community & Continuing Education program.

The Burnaby School District's [five-year strategic plan](#) articulates where we're headed and identifies our focus. It also sets out the District's mission, vision, values, and priorities.

The District is seeking an experienced **Assistant Secretary Treasurer** to join its Business Services Team. Reporting to the Secretary Treasurer, the Assistant Secretary Treasurer functions as part of the Finance department. The Assistant Secretary Treasurer is responsible for leading the Finance department including district and school accounting, payroll, purchasing, financial control and audit, budget monitoring and analysis and financial reporting. This position also supports and advises the Superintendent, Secretary-Treasurer and Board on fiscal, facilities and other business matters.

An Assistant Secretary Treasurer in Burnaby:

- Senior Financial Officer for the district including financial reporting, balance sheet management, treasury, internal control, audit and finance operations;
- Supports and advises the Secretary-Treasurer on fiscal, facilities and other business matters;
- Oversees the development of the operating budgets of the school district;
- Involved in strategic planning and policy development including but not limited to the following areas: long term facilities planning, education technology planning, fiscal management and overall district planning ;
- Significant responsibility for overall enterprise risk management plan development and strategy implementation;
- Supports the Secretary-Treasurer in setting strategic priorities for the District's Business Services Department;
- Involved in the recruitment of exempt management positions within Business Services;
- Supports the Secretary-Treasurer in the oversight of facility maintenance and operations and Information Technology departments;
- Oversees and coordinates FIPPA issues and requests and is the district's Privacy Officer;
- Represents the District as a spokesperson to key stakeholders and partner groups; and
- Performs other related duties as requested.

Qualifications/Experience:

- Graduation from a Post-Secondary business program;
- Chartered Professional Accountant designation (CPA);
- 10 years of progressive experience in accounting or finance with at least 5-7 years of managerial experience at a senior level, preferably within a large public sector organization;
- Knowledge and experience of Enterprise Resource Planning (ERP) financial systems, data analysis and reporting tools;
- Knowledge of policy development, governance, and experience working with elected Boards is an asset;
- Demonstrated ability to collaborate, build effective teams and communicate effectively at all levels;
- Excellent verbal and written communication skills, and the ability to work effectively with a wide variety of stakeholders;
- Exceptional interpersonal, analytical, and strategic thinking skills, thrives in a fast-paced environment and can manage multiple competing priorities;
- Results-driven with the ability to set and meet ambitious targets;
- Sound ability in judgement and decision making and dealing with sensitive and confidential information; and
- Ability to communicate effectively at the level required for the job with tact, sensitivity, confidentiality, discretion, and diplomacy using verbal and written skills.

If you have the following qualifications, and are an passion for public education, we welcome your application, please provide: a cover letter, detailed resume including professional credentials, and a minimum of three current references to Make a Future at <https://buff.ly/4hcfKvz>. Please submit your application in by Friday November 8, 2024. This position will remain open until filled.

The *starting annual salary range* for this role is \$171,766-\$181,308. When determining salary, years of education and experience will be considered. Further details will be discussed in a personal interview. We also offer a competitive benefits package and pension.

Successful applicants will be required to consent to a Criminal Record Search prior to employment. Only those persons selected for interviews will be contacted.

The Burnaby School District values inclusion and embraces diversity as a strength. Our goal is for all individuals to feel a sense of belonging in a safe, supportive and welcoming community. We encourage applications from all qualified individuals, including Indigenous, Black, people of colour, all genders, LGBTQ2+ and persons with disabilities.

Thank you for your interest in the Burnaby School District!