





School District **87** Stikine

PO Box 190, 5 Commercial Drive
Dease Lake, BC V0C 1L0

 (250) 771-4440

 (250) 771-4441

We would like to acknowledge that the lands on which we live, work, and learn are the unceded traditional territories of the Tāltān, Kaska, and Taku River Tlingit First Nations.

School District No. 87 (Stikine) Career Opportunity – Secretary-Treasurer

Due to a retirement, the Board of Education of School District 87 (Stikine) is seeking an experienced, collaborative and progressive business leader to assume the role of **Secretary Treasurer**. The Board of Education oversees an operating budget for approximately \$11 million. On behalf of the Board, some 60 employees provide service to 180 students in 4 schools, dispersed across a vast geographic area in north-western British Columbia.

The Central Administration Office for the School District is located at Dease Lake, once a trading post, and now the regional hub for education, health, and other government services. The Stikine region offers a unique lifestyle, and it will appeal to those who enjoy outdoor pursuits in unspoiled wilderness in one of the most rugged and scenic areas of British Columbia. Economic activity in the region centres around mining, forestry, and tourism. The natural beauty of the region is surpassed only by the warmth and resilience of its people.

The Secretary-Treasurer will join the Senior Leadership Team and assist the Board and Superintendent in the pursuit of success for all learners and a positive learning environment for all students and staff. As a natural relationship builder and effective communicator, the Secretary-Treasurer will partner with administrators, teachers, support staff, school trustees and the communities at large to create and maintain a positive and supportive working environment.

Overseeing and providing leadership to the areas of Finance, Facilities and Housing, Transportation, and Human Resources, the Secretary Treasurer, as the Corporate Secretary to the Board, ensures established priorities in each department align with the Board's Goals and Strategic Plan. Key areas of active leadership will include oversight of the provincial budget systems, internal accounting systems and financial controls, as well as budgeting and formal and ad hoc reporting.

In addition to having a professional designation in accounting or business management (CPA), the successful candidate will demonstrate previous success as a senior business leader in a BC public educational context and provide evidence of

Flexible, creative, inclusive, innovative, and ethical approaches to problem-solving and decision-making

Exceptional interpersonal, communication, and organizational skills

Understanding of the complexity of all aspects of school district operations

Familiarity with British Columbia's educational direction, context, and commitment to Indigenous students' success

Exemplary financial planning and management skills

Experience in labour relations in a unionized environment

Extensive knowledge and experience with computer technology and computerized financial administration systems

The ability to work as a positive member of a team supporting both the educational and administration goals of the district

Outstanding leadership skills

Experience with provincial legislation compliance requirements;

Experience in board governance.

A collaborative, conciliatory, and constructive approach to relationships with internal and external stakeholders

An ability to initiate, create, and maintain trust in people, systems, and processes

The salary range for this position is currently \$171,766 - \$190,851 and the Board offers a competitive benefits package which includes housing and assistance with relocation. The position will commence on June 1, 2025 or at a mutually satisfactory date.

To apply, please apply on Make a Future at <https://buff.ly/kf1Nt0T> or send your resume and supporting documents BY 4PM on APRIL 9, 2025 in confidence to: Search@sd87.bc.ca

More information about the position is available from the Board's search consultant, Julie MacRae at juliemacrae5@gmail.com. More information on School District 87 is available at www.sd87.bc.ca .