



Okanagan
Similkameen
SD53

JOB POSTING: SECRETARY-TREASURER



Guided by our Vision, Mission, and Values, and reporting directly to the Superintendent, the Secretary-Treasurer serves as the Chief Financial Officer and is a key member of the District's Leadership Team.

This role oversees all aspects of finance and payroll in compliance with the accounting and administrative procedures prescribed by the Minister of Education and Child Care. The Secretary -Treasurer's responsibilities also include legal services, facilities, district computer systems, FOIPPA, capital planning, transportation, and business operations, ensuring that resources are managed strategically and responsibly to support student success.

Region

Our district serves approx. 2,400 students from early learning through Grade 12 across the communities of Osoyoos, Oliver, Keremeos, Cawston, Hedley, Olalla, and Okanagan Falls, as well as the Osoyoos, Lower Similkameen, and Upper Similkameen Indian Bands.

Known for its stunning landscapes, mild winters, and sunny summers, our communities offer endless opportunities for outdoor recreation—hiking, camping, skiing, water sports, golfing, biking, and more. With a thriving local economy built on agriculture, ranching, forestry, wineries, and tourism, the area provides the best of both worlds: small-town living with easy access to nearby urban centres. Here you'll find a strong sense of community spirit, both within our schools and beyond.

Compensation

The annual salary range is \$182,058 – \$202,286 accompanied by a comprehensive benefits package.

Start Date

Commencing February 1, 2026, or a mutually acceptable date.

The Ideal Candidate

- A collaborative and strategic leader who demonstrates sound judgement, integrity, and strong communication skills.
- Committed to public education and brings proven experience in financial stewardship, governance, and operational leadership.
- Ability to thrive in complex environments, enjoys building positive relationships with staff, elected officials, and community partners, and has a solutions-focused approach to challenges.

Required Education and Experience

- Significant track record of successful experience in a senior financial role in the public sector; experience in the education sector is preferred.
- Demonstrated and sustained success in leading and supervising staff in a unionized environment.
- Chartered Professional Accountant (CPA) designation in good standing; a related degree may be considered if supported by recent and relevant experience.
- Highly effective experience working with an elected Board.
- Strong background in public sector accounting standards, budgeting, financial reporting, auditing, and internal controls.
- Experience managing risk, legal, labour, and insurance matters.

Closing Date for Application October 24, 2025 at 3:00 PM.

Application packages must include a cover letter, resume, relevant documents, and three supervisory references with contact information.

Submit completed application package through [Make-a-Future](#).

For further information contact Marcus Toneatto, Superintendent of Schools at:
mtoneatto@sd53.bc.ca or (250) 498-3481

Thank you for your interest in our school district. Only shortlisted candidates will be contacted.

*Acknowledging with Gratitude the Ancestral and Unceded Territory of the
Sukenaqin and Smelqmix People, Traditional Keepers of the Land.*