



School District No.59 (Peace River South)

Secretary Treasurer (CFO)

School District No. 59 (Peace River South) is inviting applications for the position of Secretary-Treasurer. We are seeking an experienced, dynamic and progressive business leader to take on this important and challenging leadership role.

In School District 59, we serve approximately 3600 students in 18 schools throughout the region and communities of Dawson Creek, Chetwynd, Tumbler Ridge, Pouce Coupe, Moberly Lake and our rural areas, with an annual budget of 42 million dollars. We are proud to work and learn on Treaty 8 territory with Saulteau First Nations, West Moberly First Nations, Inuit, and our strong Metis communities. We are known as a progressive district that has worked to improve literacy and numeracy rates, and we use research and data to help us be successful in our new initiatives. We enjoy a four season lifestyle of recreational activities in a spectacular natural setting.

Reporting to the Superintendent of Schools (CEO), the Secretary Treasurer is the Chief Financial Officer (CFO) of the school district and works collaboratively with the Board of Education, Superintendent, district and school leadership team, as well as staff at all levels in providing excellence in public education. The Secretary Treasurer is responsible for the finance, payroll and benefits, legal, facilities, technology, transportation and business activities of the school district as well as being the corporate secretary to the Board of Education. Also expected of this senior leadership role is the fostering of positive and effective working relationships within the district and with local government, First Nations, and community organizations.

We are seeking a skilled financial leader and problem solver with a transparent, responsive and collaborative leadership style. This leader will take the time to understand the uniqueness of our district, while participating in and building thriving teams. The Secretary Treasurer is responsible to ensure that business services support effective education services for students and contributes to the achievement of the district's strategic goals. The successful candidate will be innovative and possess policy, systems, and planning expertise to assist the Peace River South Board of Education with complex decision-making in a growing and diverse environment.

Qualifications, skills, knowledge and attributes:

- A professional accounting designation (CPA) with five years of experience in finance and business operations; experience in education would be an asset
- A fundamental commitment to public education, student success and the school community
- A deep knowledge of financial and operational systems that support learning in BC school districts
- Ensures that the processes for the preparation of the operating budget and other financial planning activities are consistent with the goals/directions, and legal and policy direction established by government

- Oversees the district's financial reporting requirements and ensures annual financial statements are prepared in accordance with Ministry requirements
- Ensures that legal actions against and on behalf of the Board are defended
- Proven ability to work effectively in a senior leadership team environment
- Previous experience overseeing facilities, maintenance, and capital improvements
- Proficiency with software applications, particularly in the area of finance
- Successful experiences in managing change and problem solving in a unionized environment
- Expertise in implementing and maintaining financial systems and associated processes and procedures
- Proven record of supporting an elected board in their governance functions
- Recognized for sharing transparent and understandable budget information
- Effective planning, time management, and communication skills as well as sound decision making throughout the position and also in regard to reports that are required by the Ministry of Education and Child Care.
- Demonstrated success in team building and stakeholder/rightsholder engagement
- Successful leadership of projects, completed on schedule, within budget and with a positive outcome
- Experience in labour relations in a unionized environment

If you are an exceptional leader who embodies the core values of integrity, respect and diversity, and employ best practice in financial management and corporate governance while using a principle-centered approach, we would like to hear from you.

Our district offers a competitive salary and generous benefits including a relocation allowance. The salary range is \$180 823 to \$200 914. The preferred commencement date for this position will be determined with the applicant, or before March 4th, 2026.

Qualified applicants are invited to apply in confidence by submitting a detailed resume with supporting documentation and three (3) professional references by 12:00 noon on January 6th, 2026, to bfaulkner@sd59.bc.ca or on the Make a Future website.

Questions regarding this position can be directed to Christy Fennell, Superintendent of Schools, at cfennell@sd59.bc.ca or 250-719-9755.