



School District No. 54 (BULKLEY VALLEY)

"To empower all learners to live the challenges of a diverse and changing world." Ph (250) 877-6820

PO Box 758
Smithers, BC
V0J 2N0

SCHOOL DISTRICT #54 (Bulkley Valley) invites applications for the position of:

SECRETARY TREASURER

The School District

School District #54 (Bulkley Valley) is located in the beautiful Bulkley Valley, situated on the traditional territories of the Witsuwit'en Nation. The District enrolls approximately 2,000 students from the communities of Witset, Smithers, Telkwa, Quick and Houston. The District operates 7 schools, including alternate and distributed learning programs and has partnerships with local daycare operators providing on site programs. The District has a long-standing record of excellence in student achievement, as well as a history of sound fiscal responsibility over its \$33 million-dollar budget. It is a progressive district with excellent programs, committed staff and supportive communities. The School District has co-constructed a Local Education Agreement with the Witset First Nation and is currently pursuing the goals contained in a four-year strategic plan adopted in 2024.

Secretary Treasurer

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 Superintendent, Board of Education, district and school leadership team, as well as staff at all levels in providing excellence in public education.

The Secretary-Treasurer is responsible for oversight of the school district's financial operations, payroll and benefits administration, and provides support in human resources, including matters related to collective agreements. The role also oversees legal compliance, FOIPPA requirements, facilities, technology, transportation, business operations of the district, and serves as Corporate Secretary to the Board of Education.

Also expected of this senior leadership role:

- Fostering positive and effective working relationships within the district and with local government, Indigenous communities, and community organizations.
- Providing leadership in developing policies and administrative procedures in the areas of business services, corporate affairs and facilities.
- Providing sound strategic and financial planning aligning with the Strategic Plan of the Board of Education, while ensuring fiscal responsibility and adherence to the BC School Act and corresponding Regulations.
- Ensures that the processes for the preparation of the operating budget and other financial planning activities are consistent with the goals/directions, 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 liability and legal actions against and on behalf of the Board are defended.

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; or related degree may be considered if supported by recent and relevant experience.
- Demonstrated experience working effectively with an elected Board, including knowledge and application of governance principles.
- Strong background in public sector accounting standards, budgeting, financial reporting, auditing, and internal controls.
- Experience managing risk, legal, labour and insurance matters.
- A deep knowledge of financial and operational systems that support learning in BC school districts.

If you are an exceptional leader who embodies School District #54's core values of compassion, honesty, respect, responsibility and fairness, while employing best practices in financial management and corporate governance, we would like to hear from you.

Compensation:

The annual salary range is \$179,073 - \$ 198,970. Accompanied by a comprehensive benefits package.

Start date: To be negotiated

Applicants are required to submit a cover letter addressing the criteria outlined above, a comprehensive résumé, and the contact information for three supervisory references no later than **3:00 p.m. on Friday, March 27, 2026.**

Please forward application and supporting materials to:

Mike McDiarmid, Superintendent of Schools
School District #54 (Bulkley Valley)
PO Box 758, 1235 Montreal Street
Smithers, BC V0J 2N0
Email: m.mcdiarmid@sd54.bc.ca

For further information on this position, please contact Mike McDiarmid, Superintendent of Schools at: m.mcdiarmid@sd54.bc.ca or 250-877-6820

Additional information about School District #54 (Bulkley Valley) is available on our website at www.sd54.bc.ca

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