



## **JOB OPPORTUNITY**

### **SECRETARY TREASURER**

**School District 52, Prince Rupert, is seeking an accomplished leader to serve as Secretary Treasurer**

Guided by the District's Vision, Mission, and Values, the Secretary-Treasurer reports directly to the Superintendent and serves as the District's Chief Financial Officer and a key member of the Leadership Team. The Secretary-Treasurer is responsible for overseeing all aspects of finance and payroll, ensuring compliance with the accounting and administrative procedures set by the Ministry of Education and Child Care. The role also includes responsibility for legal services, facilities, FOIPPA, capital planning, transportation, and business operations, ensuring that district resources are managed strategically and responsibly to support student success.

## **THE REGION**

School District 52 includes the communities of Port Edward, Metlakatla, and Hartley Bay (the Gitga'at First Nation), as well as Prince Rupert. Prince Rupert is a port city situated on Kaien Island, just north of the mouth of the Skeena River, which lies at the heart of the traditional territory of the Ts'msyen First Nation. This territory is bordered by the neighbouring nations of the Gitksan, Nisga'a, Haida, Haisla, Wet'suwet'en, and Heiltsuk people. Prince Rupert was established in 1910 as the terminus of the Grand Trunk Pacific Railway (now CN Rail). It is the transportation hub of BC's north coast through land, air, and water, and has a population of approximately 13,000. The city enjoys a mild oceanic climate and is located in a temperate rainforest. The Prince Rupert School District offers K-12 education programs in 9 schools: 5 elementary (K-5), 1 middle school (6-8), 1 secondary school (9-12), 1 alternate secondary school (9-12), and 1 village school (K-12).

## **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.

# EDUCATION AND EXPERIENCE

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

## APPLICATION PROCESS

Application packages must include a cover letter, & résumé.

Please submit a completed application package through Make a Future, or e-mail [HR@sd52.bc.ca](mailto:HR@sd52.bc.ca)

For further information, please contact Andrew Samoil, Superintendent of Schools, at

 [andrew.samoil@SD52.bc.ca](mailto:andrew.samoil@SD52.bc.ca) |  (250) 624 6717

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