



Secretary Treasurer

Mission Public Schools

Mission, BC

Mission Public Schools District is situated upon the unceded traditional territories of the Stó:lō people, of Leq'á:mel, Semá:th, Máthxwi, Sq'éwlets, and Qwó:lt'el First Nations, stewards of this land since time immemorial.

Mission Public Schools is a values-driven public education system serving Mission and surrounding communities in British Columbia's Fraser Valley. Supporting over 7,000 students across a diverse and growing region, the District is recognized for its commitment to safe, equitable, and inclusive learning environments, strong community connection, and long-term student success.

Reporting to the Superintendent, the Secretary-Treasurer serves as the senior business official and corporate officer of the Board, with responsibility for the administration and leadership of Operations and Corporate Services Division. Working closely with the Board, District Team and senior executive team, the Secretary-Treasurer provides strategic advice on policy, planning, labour relations, capital development, and resource stewardship, while ensuring the integrity of the District's official records and corporate affairs. With oversight of an operating budget of approximately \$110 million and a team of approximately 120 staff through key direct reports, the role is central to aligning operational excellence with educational priorities.

The ideal candidate is an accomplished public sector finance leader with the credibility, judgment, and breadth of experience to oversee integrated business functions in a complex, governance-driven environment. Mission seeks an executive with strong financial and business acumen, ideally complemented by a CPA designation, and a demonstrated ability to support an elected Board while navigating the realities of a regulated K-12 system. Beyond technical capability, the successful candidate will be an open, collaborative, and values-based leader who builds trust, develops strong teams, communicates with clarity, and brings both political acuity and service orientation to the role.

The salary range for this role is between \$183,000 – \$204,000 plus benefits.

To explore this opportunity further, please click [Apply](#).

We thank all applicants for their interest in this position. Please note that we will only be in contact with those individuals moving forward with our client.