



North East School Division

402 Main Street
PO Box 6000
Melfort, SK S0E 1A0

P: 306-752-5741; F: 306-752-1933
email: divisionoffice@nesd.ca
Facebook: NESD X: @nesd200

Chief Financial Officer and Superintendent of Business Administration - Melfort

Location: Division Office – Melfort, SK

Date Available: 12/07/2026

Closing Date: 07/31/2026

Permanent Chief Financial Officer and Superintendent of Business Administration - Melfort Division Office

Applications are invited for the **Permanent Chief Financial Officer and Superintendent of Business Administration** at the Division Office located in Melfort, Saskatchewan with duties to commence December 7th, 2026, or as mutually agreed upon.

North East School Division serves approximately 4,800 students across 18 schools and two colony schools in northeast Saskatchewan. Our schools are supported by more than 700 dedicated employees who work together to create safe, inclusive, and academically excellent learning experiences for all students. Guided by our values of Connect, Empower, Include, and Innovate, we are committed to creating safe, inclusive, and academically excellent learning experiences for all students.

Reporting to the Director of Education, the Chief Financial Officer (Superintendent of Business Administration) is a key member of Executive Council and provides strategic leadership for the stewardship of the Division's financial, operational, and capital resources. The CFO leads financial services, facilities, capital planning, transportation, procurement, and risk management, ensuring resources and systems are aligned to support student learning, staff wellbeing, and organizational sustainability.



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The successful candidate will work collaboratively across the organization to align resources with strategic priorities, foster a culture of service and continuous improvement, and ensure responsible stewardship of public funds through sound governance, risk management, and legislative compliance.

The ideal candidate will bring proven experience leading within a complex organization and a demonstrated ability to build relationships, develop teams, lead change, and achieve results through collaboration. Experience working within a governance model that includes a publicly elected board, or similar governing body is considered an asset.

Education and Experience Requirements

- Chartered Professional Accountant (CPA) designation is required.
- Undergraduate degree in Business Administration, Commerce, or a related field is preferred;
- Master's degree in Business Administration or a related field is considered an asset.
- Five to seven years of progressive leadership experience, including at least three years in a senior leadership role within a complex organization with significant financial and operational responsibilities.
- Experience leading and integrating business operations (e.g.. finance, facilities, transportation or procurement) and aligning resources with strategic priorities.
- Experience supporting or working within a policy governance framework and a publicly elected board is considered is highly desirable.



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Leadership Competencies

- Strategic and systems thinking.
- Financial stewardship and long-range planning.
- Change leadership and continuous improvement.
- Relationship building and communication.
- Governance, risk management, and accountability.
- Team development, succession planning, and capacity building.

Knowledge and Skills

- Demonstrated understanding of public-sector finance, funding models, budget development, and long-term financial sustainability.
- Knowledge of capital planning and facility management including infrastructure renewal, procurement practices, student transportation systems, and effective stewardship of physical assets.
- Knowledge of project management methodologies, performance measurement frameworks, and enterprise risk management processes.
- Strong analytical skills and strategic thinking, with the ability to align financial and operational planning with organizational priorities and student outcomes.

We offer a competitive compensation and benefits package that recognizes education, experience, and demonstrated leadership.

Applications must include a cover letter, resume, supporting credentials, and a minimum of three professional references, including your current or most recent supervisor. **Applications will be accepted until 12:00 p.m. on Friday, July 31, 2026**, through our online applicant tracking system, Frontline Applicant Tracking - [North East School Division - Frontline Recruitment](#).



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For more information regarding this position contact:

Stacy Lair, Director of Education

Email: lair.stacy@nesd.ca

Phone #: (306) 752-5741

The successful applicant will be required to provide a satisfactory Criminal Record Check and Vulnerable Sector Check.

North East School Division thanks all applicants for their interest; however, only those selected for an interview will be contacted.