

Secretary-Treasurer Burnaby School District No. 41 Burnaby, BC

The Burnaby School District is the fourth largest school district in BC. The District operates 41 elementary and eight secondary schools, including a range of district programs and Provincial Resource Programs. The District enrolls 25,000 K-12 students and employs 4,000 dedicated employees who are committed to providing all students with a wide variety of innovative, high-quality programs to ensure student achievement in areas that include academics, athletics, trades training, visual and performing arts, social responsibility and leadership. Burnaby Schools has an operating budget of approximately \$300 million.

The District is seeking a Secretary-Treasurer who will be responsible for ensuring key school resources are optimally and effectively allocated, in pursuit of the district's strategic priorities and goals. Reporting directly to the Superintendent of Schools, and working closely with the Board of Education, the Secretary-Treasurer is a critical member of the leadership team and ensuring the District can fulfill its mandate of effective governance and responsible management of financial and business affairs.

The ideal candidate brings a demonstrated track record of success in senior leadership roles in public sector organizations such as school districts, municipalities, post-secondary education or healthcare, and has had responsibility for a broad portfolio including governance and legislation, finance, administration and business operations. The Secretary-Treasurer will bring a university degree or post-secondary diploma in a relevant discipline, combined with a professional accounting designation (CPA) and ideally, has had exposure to capital planning and projects in support of a Board.

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

We encourage applications from members of groups that have been marginalized as identified under the BC Human Rights Code, including black, indigenous and people of colour.

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.