



LEADERSHIP OPPORTUNITY – SECRETARY TREASURER/CFO

School District No. 20 (Kootenay-Columbia) is seeking an exceptional leader for the position of Secretary Treasurer/Chief Financial Officer (CFO), effective May 1, 2023, or a mutually agreeable date.

THE SCHOOL DISTRICT

Located along the Canada-US border, halfway between Vancouver and Calgary, School District No. 20 (Kootenay-Columbia) is situated on the traditional and unceded territories of the Ktunaxa, Secwépemc, Sinixt and Syilx. We also acknowledge the many Métis and Inuit Peoples who are also guests on these lands. The Kootenay-Columbia School District is a vibrant learning community that inspires staff and student engagement, creativity, risk taking, and well-being, in an inclusive and caring learning environment.

The district serves several communities, including Castlegar, Fruitvale, Montrose, Robson, Rosslund, Warfield and Trail. With rich four-season recreational opportunities, safe and friendly communities, a reasonable cost of living, and local post-secondary options (Selkirk College), the district is the perfect place to work and play.

With learning at the forefront, the district works closely with educational partners to achieve its mission to be a responsive learning community motivated to ensure every student's success. The district enrolls approximately 4,000 students in ten schools with an annual budget of \$52 million supported by over 750 dedicated employees. We are excited to work with a professional who values and is committed to public education and who will provide leadership in alignment with the district's [strategic plan](#).



THE POSITION

Reporting to the Superintendent of Schools, the Secretary Treasurer/CFO leads finance and business operations to ensure: the stewardship of the Board's assets, trust in financial reporting and budgets, the management of financial risk and the effective operation of the district.



The Secretary Treasurer/CFO is an integral member of a dynamic senior leadership team and provides expertise and direction in the areas of finance, facilities, transportation, and information technology departments along with support to the elected board, district, and schools. The Secretary Treasurer, through sound financial planning and management, collaboratively allocates resources to be utilized to support student learning while ensuring fiscal responsibility and accountability.

Details regarding search timelines, application processes and requirements are outlined below.

THE CANDIDATE

The district is seeking a skilled financial leader and creative problem solver with a Chartered Professional Accountant (CPA) designation. With a transparent, responsive and collaborative leadership style, the Secretary Treasurer will ensure that business services support effective education services for students and contribute to the achievement of the district's strategic goals. The Secretary Treasurer will be innovative and possess policy, systems, and planning expertise to assist the Board of Education with decision-making. In addition, the successful candidate will possess:

- A minimum of five years' progressive experience in senior finance and business operations roles, preferably in education or the public sector
- Knowledge, experience, and skills to support the Board's governance functions, including guidance on parliamentary rules and procedures and advocacy efforts
- An understanding and respect for Indigenous cultures – with a commitment to learn about local context
- Demonstrated commitment to Truth and Reconciliation and an appreciation of working in a culturally sensitive environment
- Exceptional interpersonal, communication and people management skills to work with the board, staff and education partners
- A record of success being innovative and entrepreneurial
- An ability to provide strategic insight and policy direction as a member of the senior management team
- Strength with information technology
- Demonstrated ability to share financial information in a clear manner that supports shared understandings and effective decision making
- A strong record of success in treating others with respect, compassion, and sensitivity
- Exceptional organizational and time management skills necessary for responding to complex responsibilities

KEY RECRUITMENT DATES

We are working with scheduled timelines outlined below.

- ⇒ Applications close at **4:00 pm PST** on **February 10, 2023**.
- ⇒ Candidates will be notified no later than **February 24, 2023** of their status.
- ⇒ Interviews are scheduled, over a two day period, during **March 8 & 9, 2023**.
- ⇒ It is anticipated that the successful candidate will assume the position **May 1, 2023**. The Board has some flexibility regarding commencement of duties, details to be finalized at the time of appointment.

APPLICATION REQUIREMENTS

Cover Letter

Please submit a cover letter describing your particular interest in the position, current role and key responsibilities you have had related to the position of Secretary Treasurer/CFO.

Resume

A complete and current resume must be provided, clearly describing:

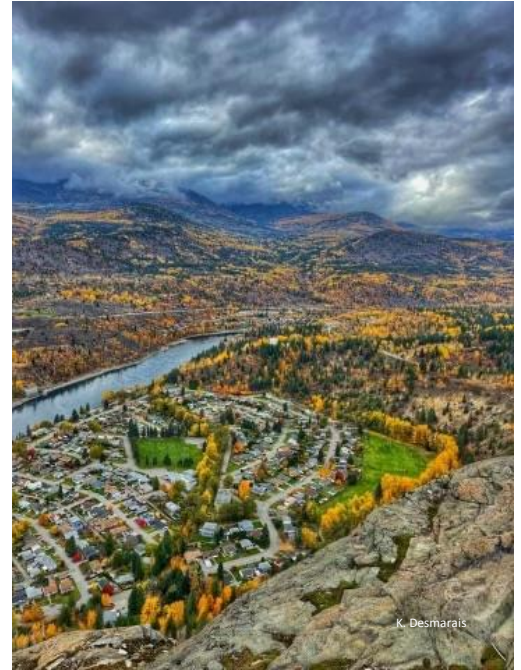
- all relevant education;
- all job and leadership experiences related to the role; and
- provincial and/or community involvement/committees.

Supporting Documentation

Letters of reference are not required, please submit reference contacts as described below.

References To Be Contacted

It is anticipated that references will be contacted commencing February 11th, including weekends. Please provide information with that in mind. Professional references, with contact emails and two phone numbers (office or home or cell), are to include one from each of the specific references described below:



Specific Reference	Public Education Example	Other Sector Equivalent
Governance	Trustee, Board of Education	Director, Municipal Councillor
CEO	Superintendent of Schools	Head of Company or Entity
Direct Report	Assistant Secretary-Treasurer	Director of Finance
Colleague Managers	Assistant Superintendent, Director of Instruction	Senior Manager
Union Officers	Both Teachers' Association and CUPE Presidents	Union President
School or Department Managers	Principal	Department Managers

HOW TO APPLY

Applications will only be accepted in electronic form and must be received **by 4:00 pm PST** on **February 10, 2023**.

Please note that applications through the Apply Online feature at Make a Future will not be accepted. All documentation is to be submitted in a single PDF and completed applications are to be captioned as Secretary Treasurer/CFO and emailed to:

Katherine Shearer
Superintendent of Schools
School District 20 (Kootenay Columbia)
Email: superintendent@sd20.bc.ca

INQUIRIES

Inquiries can be directed to the Superintendent, Katherine Shearer or to our search advisors:

Joan Axford
Joanaaxford@gmail.com
250-415-2540

or

Anne Cooper
azcooper@mac.com
250-814-4807