



# North Vancouver School District

## Secretary Treasurer

### Our District

The North Vancouver School District is situated upon the unceded traditional territory of the Skwxwú7mesh (Squamish) Nation and səłilwətaʔl (Tseil-Waututh) Nation. The school district provides world-class instruction and a rich diversity of engaging programs across 25 elementary schools and seven secondary schools to inspire success for every student and bring communities together to learn, share and grow. With over 16,000 students, their parents and guardians, and more than 2,600 staff, with an annual budget that exceeds \$250 million, there is a strong sense of community across the district.

### The Role

Reporting to the Superintendent, the Secretary-Treasurer is an integral member of a dynamic senior leadership team as the financial and corporate officer of the Board, responsible for the administration and management of the Corporate Services Division of the School District. The Secretary-Treasurer provides leadership in the areas of corporate affairs, finance, accounting, payroll, purchasing, risk management, information and communication technology, and facilities planning, operation and maintenance. Additionally, they are responsible for the creation and care of the official records of the Board and for duties related to the Board's corporate affairs. The ideal candidate will bring senior-level experience in financial and business operations, ideally within education or the broader public sector. A CPA designation and a track record of financial stewardship, strategic planning, and organizational leadership are essential, along with a clear understanding of public sector governance and compliance. The role calls for an individual with political acumen, excellent communication skills, and a highly collaborative style, capable of supporting the Board of Education and navigating a complex stakeholder environment. Experience with Indigenous engagement, privacy legislation, and emerging technologies will be considered strong assets.

### Salary & Benefits

This is an exempt position. Our employees receive salary and benefits commensurate with the responsibilities of this position. The salary for this role starts at \$207,581.

### Additional Information

Qualified candidates are requested to submit an online application at <https://boyden.thriveapp.ly/job/2929>

The North Vancouver School District is committed to creating a welcoming and inclusive work environment which embraces diversity, honours, and respects everyone. We encourage applications from all qualified individuals and welcome you to contact us confidentially if you may require accommodation to participate fully in our recruitment process.

*We acknowledge and thank the Coast Salish people; upon whose traditional territory the North Vancouver School District resides. We express our gratitude to the Skwxwú7mesh Nation and Tseil-Waututh Nation, and we value the opportunity to learn, share and grow on this traditional territory.*