



Secretary Treasurer

The School District

The Pacific Rim School District covers much of Central Vancouver Island's rugged, picturesque West Coast and serves a regional population of approximately 31,000 residing in the communities of Port Alberni, Tofino, Ucluelet, Bamfield and other remote communities. The schools are situated on the ha-houlthees of the c̓išaaʔath, hupačasath, tla-o-qui-aht, Huu-ay-aht First Nations as well as the Yuułuʔiɬʔath Governement. The school district respectfully acknowledges that it works alongside all Nuu-chah-nulth Nations, other First Nations, and Metis and Inuit of British Columbia to serve all children and youth of the Alberni-Clayoquot region.

The District is home to 4000 students, 35% of whom are of Indigenous ancestry. The District consists of two secondary schools, eight elementary schools, one remote K-12 school and an alternative and Adult learning centre. The District also has a strong French Immersion program and a thriving international student program.

The District has childcare programs in seven elementary schools and three separate stand-alone childcare buildings on school district property.

Secretary Treasurer

The Secretary Treasurer reports to the Superintendent and is part of the District Leadership Team, a team of senior administrators comprised of the Superintendent, Assistant Superintendent and Directors.

Key areas of active leadership include financial and corporate operations, legal affairs, purchasing, policies and procedures, financial information management, risk management, facilities and long-range planning. The Secretary Treasurer is responsible to the Superintendent for supporting the Board of Education and leading the financial and business functions of the District.

The Secretary Treasurer leads a team of Managers, Directors and Support Staff. As the corporate financial officer, the Secretary Treasurer provides leadership in developing policies and administrative procedures in the areas of business services, corporate affairs and facilities and aligns these with the Strategic Plan of the Board of Education.

Specific Responsibilities

- Functions as the Secretary to the Board assisting the Board in conducting its affairs effectively and efficiently. In consultation with the Superintendent and Trustees, plans the agenda and assists in the procedural affairs of Board meetings.
- Serves as a key member of other committees as assigned
- Within the context of the School District's Planning Function, works with key members of the leadership team including input from other key user groups, formulates and recommends to the Superintendent an annual operational plan for the Secretary Treasurer's Department. This plan will set out a future vision for the Department, identify the critical issues to be addressed in achieving the vision and establish short-, medium- and long-term objectives, strategies and plans for the Department. The plan will articulate the service orientation of the Department and be focused on supporting the achievement of the District's student achievement agenda.
- Develops and maintains a strong team that is accountable for the day-to-day management of the District's business functions.
- Ensures that the District has appropriate financial policies and procedures that are consistent with the needs of the School District and regulatory reporting and conform to rules and regulations as set out in the School Act and other related legislation.
- Provides reports on the financial operation of the School District in a timely and relevant fashion to the Board of Education, Education Partners and the Public.
- Reviews financial reporting systems on a regular basis to ensure that the District Leadership Team and the Board of Education receives financial and statistical information in a format which assists them in making effective management decisions.

- Ensures the ongoing development and maintenance of an accounting system which systematically and accurately records and reports all financial transactions of the School District.
- Oversees the establishment and maintenance of appropriate internal controls to protect the School District's resources and assets to ensure accuracy and reliability of information.
- Ensures that the external auditors' control memorandum recommendations are reviewed by the Board of Education and changes relevant to the recommendations are implemented.
- Ensures the coordination and preparation of the operating budget, capital budget and Annual Capital Plan for the District.
- Keeps the Superintendent and the Board apprised of potential problem areas and recommends corrective action on fiscal, facilities, business, and corporate legal matters.
- Recommends, in consultation with the Director of Operations all capital funding requests to the Ministry.
- Acts as the signing authority for the District.
- Prepares contracts on various matters and engages legal counsel as required and is responsible for contract administration at District level.
- Supports the Director of Instruction - Human Resources in labour relations as needed including the negotiation and administration of collective agreements.
- Ensures that effective and efficient purchasing policies and practices are established and implemented according to Board and Ministry policies through the Manager of Corporate Services.
- As a member of the District Leadership Team, is responsible for the development of strong relationships with all the functional areas of the District including school principals, teachers, union representatives, DPAC, consultants and others.
- Supervises the acquisition, development and disposition of district properties.

Contacts and Communication

- Communication requires regular use of highly developed analytical and leadership skills in dealing with a variety of internal and external stakeholder groups and across several functional areas.
- Continuous contact with the Board of Education, District Leadership team, CUPE executive, ADTU executive, Indigenous Education Council, Principals, Senior Officials for Ministry of Education and other ministries, five Local Governments, District Parent Advisory Council and Members of the Legislative Assembly.

Required Knowledge, Education and Experience

- A relevant University degree is required; a professional accounting designation is required. Additional post-secondary coursework is an asset.
- A minimum of 10 years of management experience, with a good understanding of public administration, accounting, finance and capital asset management.
- A good understanding of human resources, labour relations and collective agreements.
- Strong, positive interpersonal skills.
- Demonstrated leadership in financial administration and capital project administration.
- Knowledge of the principles and practices of accounting, auditing, management information systems, purchasing and budgeting.
- Demonstrated experience in a public/government administration environment, particularly in financial, purchasing, risk management, facilities and governance matters.
- Demonstrated experience in presenting complex issues to various groups of stakeholders
- Demonstrated ability to plan, organize, and implement solutions to financial and operational problems of a highly strategic nature, affecting the entire organization.
- Excellent teamwork, problem solving, managerial, interpersonal, negotiating, dispute resolution and communication skills

This excluded position has an excellent benefits package, and a wage range from \$180,926 to \$201,028 based on qualifications and experience. Start date to be determined by mutual agreement. For more information on this position contact Superintendent Peter Klaver at pklaver@sd70.bc.ca.

Interested applicants should forward their resume with cover letter, recent references and any supporting documentation, **before 10:00am, January 30, 2026. Application packages may be submitted electronically to Trisha Wilson, Manager of Human Resources: twilson@sd70.bc.ca.**

In applying, candidates consent to SD70 Pacific Rim contacting individuals or supervisors for the purpose of shortlisting and/or reference checking other than those provided as references in the application package.

We appreciate the interest of all applicants but advise that only those selected for interviews will be contacted.