

Career Opportunity

Secretary-Treasurer



Il stl'i kw'els spipetstexw kw'eset ite xwelmexwelh stexwlaq temxwe's ye Stó:lō mestiyexw.

Mission Public School District is located on the Traditional, Ancestral, Unsurrendered, and Shared territories of Stó:lō people, of Leq'á:mel, Semá:th, Máthxwi, Sq'éwlets and Qwó:tl'el First Nations, stewards of this land since time immemorial.

Halq'eméylem is the language of this land and of Stó:lō ancestors. The place from where Halq'eméylem (Upriver dialect) originates is Leq'á:mel. The language comes from the land, and it has been this way since time immemorial.

Le Conseil scolaire de Mission est situé sur les terres traditionnelles, ancestrales, non cédées et partagées du peuple Stó:lō, des Premières nations, Leq'á:mel, Sema:th, Matheqwi, Sq'éwlets et Qwó:tl'el, peuples de cette terre depuis des temps immémoriaux.



Our Vision

Mission Public School students are prepared for their future as educated global citizens who embrace equity, diversity, and inclusion.

Our Mission

Mission Public School District is committed to a **safe, equitable, and inclusive educational system** for ALL students. Mission students benefit from our diverse community, skilled staff, natural environment, and local history. We are dedicated to honouring student voice and empowering our students to reach their potential.

Our Values

- Working together
- Lifelong learning
- Thinking beyond today
- Doing the right thing

Job Description:

Reporting to the Superintendent, the Secretary-Treasurer serves as the senior business official and corporate officer of the Board, with responsibility for the administration and leadership of Operations and the Corporate Services Division. Working closely with the Board, District Team, and senior leadership team, the Secretary-Treasurer provides strategic advice on policy, planning, labour relations, capital development, and resource stewardship, while ensuring the integrity of the District's official records and corporate affairs. With oversight of an operating budget of approximately \$110 million and a team of approximately 120 staff through key direct reports, the role is central to aligning operational excellence with educational priorities.

The ideal candidate is an accomplished public sector finance leader with the credibility, judgment, and breadth of experience to oversee integrated business functions in a complex, governance-driven environment. Mission seeks an executive with strong financial and business acumen, ideally complemented by a CPA designation, and a demonstrated ability to support an elected Board while navigating the realities of a regulated K-12 system. Beyond technical capability, the successful candidate will be an open, collaborative, and values-based leader who builds trust, develops strong teams, communicates with clarity, and brings both political acuity and service orientation to the role.

The salary range for this role is between \$183,000 – \$204,000 plus benefits.

To explore this opportunity further, please apply online on Make a Future at <https://buff.ly/kvnWS5A>.

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.