

SCHOOL DISTRICT No. 58 NICOLA- SIMILKAMEEN
LEADERSHIP OPPORTUNITY – SECRETARY TREASURER, CHIEF FINANCIAL OFFICER

THE SCHOOL DISTRICT

In our district, we recognize that we learn, teach and work on the ancestral, traditional and unceded territories of the Nle?eKepmx and Syilx people, and we acknowledge our Métis communities and their contributions to the Aboriginal ways of being, knowing and doing.

Our Strategic Plan has a “Success for ALL Learners” focus, supported by a dedicated staff, engaged rightsholders and partners who share a genuine commitment to the district. The district offers rich programming to just over 2075 students, 48% of whom are Indigenous. We are proud of our work towards Truth and Reconciliation.

THE POSITION

The Board of Education is seeking an accomplished leader for the position of Secretary Treasurer/CFO effective January 1, 2022, or a mutually agreeable date. The Board has some flexibility regarding a start date but expects the successful candidate to work from the district office.

The Secretary-Treasurer/CFO is an integral member of the senior management team, for the financial, legal, facilities, transportation, and business activities of the district, as well as being the corporate secretary to the Board of Education.

Featuring 11 schools and the South Central Interior Distance Education School, the district has an annual budget of \$34,000,000 and employs approximately 425 staff.

THE COMMUNITIES

The district serves the two communities of Merritt and Princeton, six First Nations Bands, the Métis and the Conayt Friendship Society. The mountains, lakes and valleys within the district make it a natural setting for fabulous, year-round outdoor activities. We offer a warm small-town atmosphere where relationships are fundamental to our success.

Merritt, where the office is located, is in the Nicola Valley and is the hub of a highway system that links Kamloops, Kelowna, and the Lower Mainland. Ranching, forestry, health, local government, and tourism are the major industries in the valley.

Princeton, in the Similkameen Valley, is beautifully situated in the foothills of the Cascade Mountains, on a major highway connecting the lower mainland to the okanagan valley. Forestry, mining, tourism, agriculture, and ranching are mainstays of the local economy.

THE CANDIDATE

The Board is seeking a skilled financial leader who will build strong relationships within the district and with the communities we serve. The successful candidate will have business and financial acumen coupled with a strong sense of accountability for the utilization of resources. The ability to appreciate and align financial planning with identified priorities and strategic thinking is required. The successful candidate will possess:

- A professional accounting designation CPA, or equivalent
- At least five years progressive management level experience in finance and business operations
- Knowledge, experience, and skills to support the Board’s governance functions, labour relations and legal matters
- A record of valuing diversity and engaging in consultative processes where all voices can be heard
- Proven ability to work effectively within leadership teams and to lead with an appreciation of relationships
- Superior communication and interpersonal skills
- Demonstrated confidence in sharing financial information in a clear and transparent manner that supports shared understandings and effective decision making
- Creativity, flexibility, and effective problem-solving skills
- Attributes that value and utilize the strengths and talents of employees, recognizing their contributions
- A record of treating people with respect, empathy, fairness, and compassion
- Demonstrated commitment to Truth and Reconciliation and an appreciation of working in a culturally sensitive environment

It is desirable for the successful candidate to have experience in the K-12 educational system

APPLICATIONS

For more information regarding search timelines and application package requirements please see the attached materials.

Completed applications, in a **single PDF package**, captioned as Secretary-Treasurer Search are to be emailed to stsearch@sd58.bc.ca by **3:00 pm PST November 18, 2021**.

INQUIRIES

Inquiries can be directed to our search advisors:

Joan Axford or Anne Cooper
Joanaaxford@gmail.com azcooper@mac.com
250-415-2540 250-814-4807

RECRUITMENT TIMELINES

- Applications close at **3:00 pm PST on November 18, 2021**.
- Candidates will be notified no later **November 29** of their status.
- Interviews are scheduled, over a two day period, with Preliminary interview activities taking place during the day of **December 7**.
- Final interviews, will take place during the day of **December 8**.
- It is anticipated that the successful candidate will assume the position **as early as possible in 2022**. Details to be finalized at the time of appointment.

APPLICATION PACKAGE 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 up to date resume must be provided, clearly describing:

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

Supporting Documentation

Letters of reference are not required but will be considered.

References to Be Contacted

A one-page list, with contact emails and two phone numbers (office and home or cell), of professional references, including one from each of the specific reference:

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

APPLICATION SUBMISSION

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**. Applications close at **3:00 pm PST on November 18, 2021**. Completed applications are to be emailed to:

stsearch@sd58.bc.ca