



## Secretary Treasurer (CFO)

Effective July 2023

School District 71 (Comox Valley) is a progressive school district whose mission is to inspire engaged, compassionate, resilient lifelong learners and cultivate a collaborative community together. As an inclusive learning community, we embrace diversity, foster relationships, and empower all learners to have a positive impact on the world. We are the largest employer in the Comox Valley with over 1800 employees providing a comprehensive educational program to approximately 10,500 students from Strong Start to Grade 12 in 14 elementary schools, 1 middle school, 1 K-9 school, 3 secondary schools, 2 alternate schools, and a provincial on-line learning school. Our annual operating budget is roughly \$111 million.

Reporting to the Superintendent of Schools (CEO), the Secretary Treasurer is the Chief Financial Officer (CFO) of the school district and works collaboratively with the Board of Education, Superintendent, school and district leadership team as well as staff at all levels in providing excellence in public education. The Secretary Treasurer is responsible for the finance, payroll and benefits, legal, facilities, technology, transportation and business activities of the school district as well as being the corporate secretary to the Board of Education. Also expected of this senior leadership role is the fostering of positive and effective working relationships within the district and with local government, First Nations, and community organizations.

We are seeking a skilled financial leader and creative problem solver with a transparent, responsive and collaborative leadership style. The Secretary Treasurer is responsible to ensure that business services support effective education services for students and contribute to the achievement of the district's strategic goals. The successful candidate will be innovative and possess policy, systems, and planning expertise to assist the Comox Valley Board of Education with complex decision-making in a growing and diverse environment.

### **Qualifications, skills, knowledge, experience and attributes:**

- A professional accounting designation (CPA) with five years of experience in finance and business operations
- A deep knowledge of financial and operational systems that support learning in BC school districts
- Proven ability to work effectively in a senior leadership team environment
- Previous experience overseeing facilities maintenance and capital improvements and instructional technology
- Proficiency with software applications, particularly in the area of finance
- Successful experiences in managing change and problem solving
- Expertise in implementing financial systems upgrades and associated processes and procedures
- Proven record supporting a board in their governance functions
- Recognized for sharing transparent and understandable budget information that assists in making good decisions with stakeholder support
- Demonstrated success in team building and creating positive relationships
- Successful leadership of a major project, completed on schedule, within budget and with a positive outcome

If you are an exceptional leader who embodies the core values of integrity, respect and diversity, and employ best practice in financial management and corporate governance while using a principle-centered approach, we would like to hear from you!

## **To Apply:**

School District 71 (Comox Valley) is located on the east coast of Vancouver Island on the unceded traditional territory of the K'ómoks First Nation. Located within the Comox Valley is the City of Courtenay, the Town of Comox and the Village of Cumberland; each providing their own unique services and community cultures. The Comox Valley is a desirable place to live with great ocean beaches, golf, skiing, hiking, swimming and boating. In addition, the community has strong and vibrant arts and cultural programs.

To join our dynamic senior leadership team in the beautiful Comox Valley, qualified individuals are invited to apply in confidence by submitting a cover letter outlining how they meet the hiring criteria, a chronological resume, and the name and contact information of at least three professional references through **Make a Future** at <https://bit.ly/4394Cbh>. The competition will remain open until a suitable candidate is found.

**Applications received prior to 1:00 pm (Pacific Time) on Friday May 26<sup>th</sup> will be assured careful consideration.**

We welcome diverse candidates and encourage applications from members of groups experiencing barriers to equity. As an inclusive learning community, we are committed to actively creating and fostering a culture of inclusivity where voices are heard, people are seen, and values are respected. We care about the uniqueness of our applicants, employees, students and community, and we do so in a safe space fueled by curiosity and acceptance. Persons with disabilities who anticipate needing accommodations for any part of the application and hiring process may contact: [hr@sd71.bc.ca](mailto:hr@sd71.bc.ca) and we will work with you to meet your needs.

We sincerely thank all applicants for considering us an employer of choice. Only shortlisted candidates will be contacted. Interviews will take place in June at the School Board Offices. The successful applicant will be subject to the terms of the Criminal Review Act.

**Thank you for your interest in School District 71 (Comox Valley)**

**An Equal Opportunity Employer**