



St. James-Assiniboia School Division

Great Schools for Growing and Learning

SECRETARY-TREASURER / CHIEF FINANCIAL OFFICER

The St. James-Assiniboia School Division is a progressive school division in West Winnipeg, Manitoba, that provides comprehensive educational programming for over 8,300 students from kindergarten to Grade 12 in 26 schools. The vision of the Division is to provide a meaningful, inclusive, and caring educational environment so that students are prepared to be responsible citizens in a democratic society.

THE POSITION

The Secretary-Treasurer/CFO is an integral member of the St. James-Assiniboia School Division reporting directly to the Board of Trustees and is responsible for all financial affairs of the Division, overseeing an operating budget of \$130 million.

THE KEY RESPONSIBILITIES

- Provide strategic financial leadership and advice to the Board of Trustees, Superintendent, and senior leadership team.
- Prepare, monitor, and report on the division's annual budget.
- Develop and implement financial policies, procedures, and systems to ensure the effective management of division resources.
- Ensure compliance with all relevant legislation, regulations, and accounting standards.
- Coordinate and oversee the annual audit process.
- Supervise and mentor finance and administrative staff.
- Liaise with external stakeholders, including government agencies, auditors, and financial institutions.
- Support the Board of Trustees in their governance and decision-making processes.

THE CANDIDATE

The successful candidate will have:

- A professional accounting designation (CPA) is required.
- A minimum of five years of senior financial management experience, preferably in the public or education sector.
- Demonstrated knowledge of public sector accounting principles and practices. Knowledge of FRAME accounting system would be an asset.
- Demonstrated expertise working with community partners, government departments, and elected Boards.
- Strong leadership, communication, and interpersonal skills.
- Excellent analytical and problem-solving abilities.
- High level of integrity and professionalism.

The ability to communicate fluently in both of Canada's Official Languages is an asset.

Compensation is to be determined and will be commensurate with qualifications.

If you are the exceptional leader we seek, we invite you to submit a letter of application, curriculum vitae and three professional references by **Friday, October 18, 2024 at 4:00 p.m.** to:

Secretary-Treasurer/CFO Selection Committee
c/o Chair of the Board
St. James-Assiniboia School Division
E-mail: sjasdapplications@sjasd.ca

All applicants are thanked for their interest; however, only applicants selected for an interview will be contacted. Employment is contingent upon the provision of clear Criminal Record, Vulnerable Sector, and Child Abuse Registry checks.

The St. James-Assiniboia School Division is proud to employ staff who represent the diverse community it serves and is committed to providing an inclusive and barrier free work environment. If you need to be accommodated during any phase of the hiring process, please contact Human Resources to request special accommodation. All information received relating to accommodation will be kept confidential. For further information, visit the website at www.sjasd.ca.