



## Assistant Secretary Treasurer – SD 10 Arrow Lakes

SD 10, in the beautiful West Kootenay region of southeastern BC, is seeking a highly competent and dynamic business leader to take on the important and challenging role of Assistant Secretary-Treasurer in our district. This is a 0.60 FTE (3 days) per week position.

Our small rural district is staffed with people who care about students and who go the extra kilometers – literally and figuratively - to make a difference! We are blessed not only with breathtaking geography – long lakes, snow-capped mountains and lush forests – but also with warm and welcoming staff, parents and community in all of our six district schools. Our parents, teachers, support staff, Leadership Team and Board of Education are committed to doing all that they can to support student learning.

Reporting to the Superintendent/Secretary Treasurer, the Assistant Secretary Treasurer is responsible for providing leadership in the Finance Department in all business areas with specific emphasis on the development of the District's operating and capital budgets, internal and external reporting of financial results and the development and maintenance of appropriate systems of internal control. In addition, the Assistant Secretary-Treasurer provides support to the Superintendent/Secretary-Treasurer and the District Leadership Team in the areas of risk management, strategic business and capital planning initiatives, and the development of recommendations to the Board of Education. The Assistant Secretary-Treasurer also acts on behalf of the Superintendent/Secretary Treasurer in her absence. Other duties include providing business related leadership to personnel in Payroll and Purchasing, and providing support to school principals in a decentralized decision-making model.

As an accomplished business leader, you possess strong business acumen with demonstrated knowledge and expertise in strategic financial planning, finance, accounting, capital planning, audit, and internal controls and risk management. You hold a professional accountant's designation and are familiar with PSAB accounting and budgeting standards. You have a proven record of leading organizational transformation. Your leadership skills enable you to motivate and mentor staff in a productive and collaborative manner. You have strong interpersonal and communication skills, which enable you to foster a team approach in leading and supporting multiple concurrent projects. You are able to lead and adapt to changing priorities adeptly, multi-task and consistently meet deadlines.

Please submit your resume and cover letter, together with three professional references by email to:

Ms. Terry Taylor  
Superintendent/Secretary-Treasurer  
[terry.taylor@sd10.bc.ca](mailto:terry.taylor@sd10.bc.ca)

no later than noon on Friday September 15, 2017. Only those selected for an interview will be contacted.

***World Class Learning In A Rural Environment***