



LEADERSHIP OPPORTUNITY – SECRETARY TREASURER

School District No. 10 – Arrow Lakes, in the beautiful West Kootenay region of southeastern BC, is situated on the traditional, ancestral and unceded territory of the Sinixt, Sylix, Ktunaxa, and Secwepemc Peoples. We are seeking a highly competent and dynamic business leader to take on the important and challenging role of Secretary-Treasurer in our district.

OUR DISTRICT

Our small rural district is powered by dedicated people who care deeply about students and consistently go the extra kilometre—both literally and figuratively—to make a meaningful difference. We are fortunate to be surrounded by breathtaking geography, from long, sparkling lakes to snow-capped mountains, hot springs and lush forests. Even more inspiring, however, is the warmth and commitment of the staff, parents, and community members across our six district schools. Our parents, teachers, support staff, District and Educational Leadership Team, and Board of Education share a steadfast commitment to supporting student learning. Together, they create a welcoming environment where students can thrive.



School District No. 10 serves over 500 students in the communities of North Slovan Lake and the Arrow Lakes with six schools and programs in Nakusp, Edgewood, Burton, New Denver and Arrow Lakes Distributed Learning. The district also manages the Nakusp Early Learning Childcare Centre, a 60-space childcare Centre with 2 multi-age programs, an infant-toddler room and before and after-school and summer camp programs.

Our innovative approach to learning and the beautiful mountain settings that surround these communities provide our students with unique learning experiences that gain praise in our province and beyond. We are well-recognized for innovation in place-conscious learning, environmental education, and for creatively personalizing learning experiences for our students.

THE POSITION

Reporting to the Superintendent, the Secretary Treasurer is responsible for providing leadership in the Finance Department, with a specific emphasis on the development of the District's operating and capital budgets, the internal and external reporting of financial results, and the development and maintenance of appropriate systems of internal control. In addition, the Secretary-Treasurer provides support to the Superintendent and the District Leadership Team in the areas of risk management, strategic business and capital planning initiatives, privacy, legal affairs, policies, and the development of recommendations to the Board of Education. The Secretary-Treasurer also assumes some responsibilities of the Superintendent in their absence. Other duties include providing supervisory support for other business functions, including transportation, technology and facilities.

Specific Responsibilities

- Functions as the Secretary to the Board assisting the Board in conducting its affairs effectively and efficiently. In consultation with the Superintendent and Trustees, plans the agenda and assists in the procedural affairs of Board meetings.
- Develops and maintains a strong team that is accountable for the day-to-day management of the District's business functions.
- Ensures that the District has appropriate financial policies and procedures that are consistent with the needs of the School District and regulatory reporting and conform to rules and regulations as set out in the School Act and other related legislation.
- Provides reports on the financial operation of the School District in a timely and relevant fashion to the Board of Education, Education Partners and the Public.
- Reviews financial reporting systems on a regular basis to ensure that the District Leadership Team and the Board of Education receive financial and statistical information in a format which assists them in making effective management decisions.
- Oversees the establishment and maintenance of appropriate internal controls to protect the School District's resources and assets, to ensure accuracy and reliability of information.
- Ensures that the external auditors' control memorandum recommendations are reviewed by the Board of Education and that changes relevant to those recommendations are implemented.
- Ensures the coordination and preparation of the operating budget, capital budget and Annual Capital Plan for the District.
- Recommends, in consultation with the Manager of Operations, all capital funding requests to the Ministry.
- Works with the Manager of Operations on project management of capital projects in the district.
- Prepares contracts on various matters and engages legal counsel as required, and is responsible for contract administration at the District level.
- Ensures that effective and efficient purchasing policies and practices are established and implemented according to Board and Ministry policies.
- Supervises the acquisition, development and disposition of district properties.
- Works with the Manager of Information Technologies to oversee the District's long-range technology plan.



THE IDEAL CANDIDATE



As an accomplished business leader, you possess strong business acumen, with demonstrated expertise in strategic financial planning, finance, accounting, capital planning, auditing, 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.

REQUIRED KNOWLEDGE, EDUCATION AND EXPERIENCE

- A relevant University degree and a professional accounting designation is required.
- Demonstrated experience in a public/government administration environment, particularly in financial, purchasing, risk management, facilities and governance matters.
- Strong background in public sector accounting standards, budgeting, financial reporting, auditing, and internal controls
- Successful experience working with an elected Board.
- A good understanding of human resources, labour relations and collective agreements.
- Strong, positive interpersonal skills.
- Demonstrated leadership in financial administration and capital project administration.



COMPENSATION

The salary range for the position is \$171,354 to \$190,394, placement on the range is commensurate with the qualifications and experience of the successful candidate. The district offers exempt staff a competitive benefits package and paid time off. Further details will be provided through the recruitment and selection process.

APPLICATION SUBMISSION

Please submit your resume and cover letter, applicable certifications, together with three professional references to the District Human Resources Manager, Stephanie Roger, at: stephanie.roger@sd10.bc.ca no later than noon on **Thursday, April 2, 2026**.

Should you require any accommodations during the application process please contact the District HR Manager.

Thank you for your interest in our school district. Only shortlisted candidates will be contacted.

QUESTIONS AND INQUIRIES

For more Information:

Visit: www.sd10.bc.ca | [Video Gallery](#)

Contact: Peter Dubinsky, Superintendent
250-265-3638 ext. 3320 peter.dubinsky@sd10.bc.ca

