



Palliser Regional Schools

Palliser Centre

#101, 3305 - 18 Avenue North, Lethbridge, AB T1H 5S1

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SECRETARY-TREASURER JOB POSTING

The Division:

Palliser Regional Schools is a public school jurisdiction located in southern Alberta. The geographical area stretches from just south of Lethbridge to the Bow River south of Calgary. Palliser Centre houses the Central Office Administration, Maintenance and Transportation and is located in the City of Lethbridge. In addition, a satellite Maintenance Shop has been set up in the Town of Vulcan. The division offers full public education services to approximately 8,300 students ECS through Grade 12 in 51 schools, including 5 outreach programs, 2 alternative Low-German Mennonite programs, 11 alternative Faith based schools, 17 Hutterite colony schools, an on-line school, Palliser Beyond Borders, the Calgary Islamic School (Akram Jomaa Campus and Omar Bin Al-Khattab Campus), Palliser's newest school, Horizon Elementary School, and the Palliser Alternative Outreach School in Calgary. Ten of Palliser's alternative faith based schools are located in the City of Calgary. Palliser's approved operating budget for the 2016/17 school year is 93.5 M. The division prides itself on a history of excellence in education, strong community support and a staff focused on students and their learning.

The Position:

Palliser Regional Division No. 26 requires an energetic, motivated and career-minded Secretary-Treasurer. **The start date for this position will be August 31, 2017, or as mutually agreed between the Board and the successful candidate.** Reporting to the Superintendent of Schools/CEO, the Secretary-Treasurer is responsible for the coordination and monitoring of all business services for the jurisdiction. Their major responsibilities will include providing oversight for the business divisions of Finance, Administration, Transportation and Facilities; providing budget and financial advice; fulfilling the responsibilities and requirements of the Secretary-Treasurer as outlined by the School Board and the School Act; dealing with insurance matters; recording and maintaining minutes of the Board and standing committee meetings; and coordinating and distributing Board correspondence. The Secretary-Treasurer will be responsible for providing sound financial planning, accounting functions and personnel functions, as well as the provision of business administrative services, overall supervision of facility and transportation services, and shall also act as Corporate Secretary to the Division.

The full role description (AP-454) of the Secretary-Treasurer can be located at:

<https://www.pallisersd.ab.ca/about-us/procedures/748>

*Together we will ensure learning success for all students
to develop their unique potential as caring citizens in a changing world.*

The Candidate:

The successful candidate will possess excellent leadership and communication skills, an undergraduate degree in management, commerce or a related field and a professional accounting or business designation (CA, CMA, CGA, or MBA) as well as a minimum of five years in a progressively senior position. A CSBO designation or eligibility for this designation is required. In addition, the successful candidate will be highly skilled in fiscal management and have a proven track record with successful financial management experience.

Applications:

Interested candidates are asked to submit their documents through the “Human Resources” page of the Palliser Regional Schools website at:

<http://www.pallisersd.ab.ca/hr/career-opportunities>

The following attachments should accompany the online submission:

- Cover letter directed to Ken Garinger, Associate Superintendent (Human Resources);
- Resume summarizing training and experience;
- Copy of your most recent evaluation;
- Minimum of three professional references.

The successful applicant hired will be required to provide a recent Criminal Record Check (completed within the past 3 months) including the vulnerable sector check as a condition of employment.

The competition will remain open until a suitable candidate pool is found. Applications received on or before **2:00 PM August 8, 2017** will be given first consideration.

Any questions regarding the application process should be directed to Mr. Ken Garinger at:

ken.garinger@pallisersd.ab.ca or (403) 485-5517

We thank all those who apply, but only those candidates selected for an interview will be contacted.