



**SCHOOL DISTRICT 5**  
SOUTHEAST KOOTENAY

## **Secretary-Treasurer                      Leadership Opportunity**

Southeast Kootenay School District 5, located in the southeast corner of British Columbia, invites applications for the senior leadership position of Secretary-Treasurer. In this role, you will be a part of a dynamic leadership team overseeing all aspects of the district's financial matters.

Reporting to the Superintendent of Schools, you will provide expertise and advice in the areas of finance, legal, labour relations, and corporate services to the elected board. Your role will be instrumental in supporting the Board of Education's mission and mandate.

With at least five years of experience in a senior management or strategic leadership role in finance and/or human resources, in your role as corporate officer, you will provide financial and operational support and guidance to board operations and governance.

Your qualifications include a post-graduate university degree and a professional accounting designation (Chartered Professional Accountant), experience managing employees in a unionized environment, and deep knowledge of provincial legislation and related compliance requirement as it pertains to public education.

As a part of our senior leadership, you will need to demonstrate excellent interpersonal and communications skills, public relations acumen, and a collaborative approach in support of our district's educational and financial goals.

### **Our District**

We are located in the southeast corner of the province of British Columbia. Our region features spectacular mountain scenery, clean lakes, forested hillsides and wide-open spaces. With an approximate population of 36,000 most people live in the communities of Cranbrook, South Country (Baynes Lake, Grasmere, Elko, Galloway and Jaffray), Fernie, Sparwood and Elkford.

The communities and their surrounding areas are supported by resource based industries such as mining, forestry, tourism, along with other small secondary industries. Our residents enjoy the many natural amenities associated with the environment: fishing, hiking, skiing, cycling and golfing. Cranbrook is the home of the College of the Rockies, and the Kootenay Ice Junior hockey team. Fernie is the proud home of one of the fastest growing ski developments in North America: Fernie Alpine Resort.

In Southeast Kootenay, we set high expectations for our students. Our students thrive in an innovative and academically enriched educational environment. Our caring and supportive school communities value family involvement and foster clear values that build confidence, character, and good citizenship every day. We encourage our students to participate in a wide array of co-curricular activities, and motivate each child to reach his or her individual potential.

### **How to Apply**

Qualified individuals are invited to create a profile and apply to posting **E1819-006** on-line at [www.sd5.bc.ca](http://www.sd5.bc.ca) and follow the links under staff>employment>Excluded staff. Applicants must submit a cover letter, resume, and three professional references. The successful candidate will be subject to the terms of the Criminal Review Act. We thank all who apply; however only short-listed candidates will be contacted.

### **DEADLINE TO APPLY - 12:00 pm MST, November 15, 2018**

The start date for this position is negotiable, but it is anticipated that the appointment would be effective March 1, 2019. For more information, please contact Lynn Hauptman at [Lynn.Hauptman@sd5.bc.ca](mailto:Lynn.Hauptman@sd5.bc.ca)

For a detailed job description, please contact [Heather.Hockley@sd5.bc.ca](mailto:Heather.Hockley@sd5.bc.ca)  
**School District No. 5 (Southeast Kootenay) is an equal opportunity employer.**