



SECRETARY-TREASURER

Due to a retirement, Central Okanagan Public Schools, invites applications for an experienced, progressive and skilled individual to assume the duties of the Secretary-Treasurer effective August 1, 2019.

The District

Central Okanagan Public Schools (School District No. 23) provides a broad range of educational services to over 23,000 students in grades K-12. The District is the 5th largest in BC and the second largest employer in the region with over 3600 employees. The District provides services at 43 schools, 8 Strong Start Centres and has cooperative partnerships with numerous community service providers including 14 preschools, 3 childcare centres and 4 Post-Secondary Institutions. The District is a progressive District offering a broad range of innovative programs and services to support the learning of our students and staff.

Central Okanagan Public Schools is located on the traditional territory of the Okanagan Peoples, in the beautiful Okanagan Valley serving the municipalities or cities of Peachland, West Kelowna, Kelowna, Lake Country and the Regional District of the Central Okanagan. The population of the region is approximately 200,000 and expected to grow by 50,000 people in the next 20 years.

The Board of Education Learning Centre is located in the City of Kelowna, BC which hosts the Kelowna International Airport, the Kelowna General Hospital, UBC-Okanagan, Okanagan College, numerous arts and recreation facilities, and Prospera Place home of the WHL Kelowna Rockets and many concerts and events. The region features world-class wineries, spectacular golf courses and Big White Ski Resort. Mild winters and warm sunny summers characterize this semi-arid valley situated on Okanagan Lake and surrounded by recreation accessible mountain environments.

The Position

The Secretary-Treasurer is the chief financial officer for the District and reports directly to the Superintendent of Schools/CEO. As the Secretary-Treasurer to the Board of Education, you will support the operation of the Board of Education and its corporate affairs. The successful candidate will possess an exemplary employment record that ideally includes a senior management or strategic leadership role in finance and operations in the education sector. The Secretary-Treasurer serves as the corporate financial officer for the District performing the duties set out in the regulations and has supervisory oversight for all business functions including the areas of finance, capital projects, negotiations, transportation, and operations which includes custodial, grounds and maintenance. The District's recommended budget for the 2019-2020 school year is approximately \$264M. In addition, the Secretary-Treasurer performs all duties set out in the School Act and such other duties as are assigned by the Superintendent of Schools/CEO.

The Candidate

Our District is seeking a highly competent administrator with exemplary interpersonal and communication skills, with the ability to maximize the District's financial management software to facilitate effective decision making. The District seeks an individual with proven fiscal management and accountability skills coupled with an ability to work effectively and in a complementary, service-oriented fashion with Superintendent of Schools/CEO, the Board and other senior staff.

A competitive compensation package is provided in compliance with BCPSEA and PSEC Secretariat compensation policy direction.

The successful candidate will:

- have an exemplary record and experience in business management of similarly-sized organizations;
- have experience as a senior financial and business leader in the education sector (Secretary-Treasurer or Assistant Secretary Treasurer from a large school district)
- have superior interpersonal skills;
- have exemplary organizational and financial planning skills;
- have an open, consultative style which fosters positive relationships and a creative approach to problem solving;
- possess a Chartered Professional Accountant designation.

Letters of application complete with comprehensive resumes, supporting documents, and three references must reach the undersigned by **4:00 p.m., Tuesday, June 4, 2019** to: <http://bit.ly/2JnpwhH>



**Central Okanagan
Public Schools**
Together We Learn

Mr. Kevin Kaardal
Superintendent of Schools/CEO
Central Okanagan Public Schools
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Applications can also be emailed to Human.Resources@sd23.bc.ca. Please put "Secretary-Treasurer Vacancy" in the subject line.