

Are you interested in becoming part of a Division that is committed to collaboration, mentorship and embracing changes in education? Pembina Hills Public Schools is seeking a dynamic professional who is passionate about making a difference in the lives students for the position of **Secretary Treasurer**.

The Division

Pembina Hills Public Schools is a dynamic and innovative Division with a commitment to its mission - to deliver an excellent education to our students so they become ethical and responsible citizens.

Within our geographic area of Barrhead, Westlock and Swan Hills, Pembina Hills Public Schools serves 3,800 students in 11 community schools, 2 Hutterite colony schools and 2 outreach centres.

Part of what makes Pembina Hills Public Schools unique is that, since 1997, we have held a Service Agreement with Alberta Education for the operation of the Alberta Distance Learning Centre (ADLC). ADLC supports Alberta schools and their students by providing Grade 1-12 course instruction and teaching resources, on behalf of the province.

Another unique factor of our Division is that we operate an online school – Vista Virtual School – that serves approximately 500 full-time and 10,000 part-time students across the province. Vista Virtual School has campuses in both Edmonton and Calgary.

The combined budget for Pembina Hills Public Schools and ADLC is \$84 million.

Please visit our website at www.phpschools.ca.

The Position

The Secretary Treasurer is the senior financial officer of the Board, as well as its Corporate Secretary. Additionally, the Secretary Treasurer maintains responsibility for Operation and Maintenance Services, Capital Projects, Records, and Freedom of Information and Protection of Privacy (FOIP). The Secretary Treasurer is responsible directly to the Superintendent for reporting on progress and the achievement of outcomes associated to these areas.

The Candidate

Pembina Hills Public Schools is seeking an energetic and progressive leader with a commitment to public education and to the Division's mission, beliefs, and priorities. This individual will have a strong work ethic, be committed to excellence and continuous improvement, be a contributing team player, and will ensure accountability of self and others.

The candidate will have demonstrated integrity, exemplary interpersonal, organizational, technological, communication, and conflict resolution skills and have the ability to proactively represent the Division and its interests with Alberta Education, Alberta Infrastructure and other stakeholders.

The selected candidate will have an accounting designation (CPA – CMA, CGA, CA) and successful senior level financial management experience.

A competitive salary of \$163,000 to \$171,000 per year, depending on experience plus a full benefit package is provided.

For a view of the position profile, [click here](#).

Applications

This competition will remain open until a suitable candidate is found. However, applications received by May 31, 2019 will be assured of careful consideration.

The successful candidate will begin on a date that is mutually beneficial.

For further information, please contact David Garbutt, Superintendent at 780.674.8507

Apply at: <http://phps.simplification.com/WLSBLogin.aspx>

If you require assistance with the application process, please call Simplification @ 1-877-900-5627

PLEASE NOTE:

- Your resume should include a list of **references** with permission for Pembina Hills Public Schools to contact any or all references.
- **Original Criminal Record Check including Vulnerable Sector** (dated within one year) must be provided prior to employment.
- **Original Intervention Record Check** (dated within one year) – issued by Child & Family Services Authority must be provided prior to employment.
- **Verification** of Education and relative experience is required.

We thank all applicants for their interest. Only those shortlisted will be contacted.