



## PINE CREEK SCHOOL DIVISION SECRETARY-TREASURER

Posting Date: April 5, 2019  
Closing Date: April 22, 2019

The Board of Trustees for the Pine Creek School Division invites applications for the position of Secretary-Treasurer. The Division office is located in Gladstone, Manitoba and serves fourteen schools in a geographic area that includes the communities of Austin, Gladstone, Langruth, Macgregor and Plumas, as well as seven Hutterian communities.

Applicants should have an understanding of rural issues and dynamics and must be able to demonstrate an ability to build relationships with stakeholders and staff. Candidates should have senior management experience and be knowledgeable of legislation requirements affecting public education, and have experience in policy development. The Secretary-Treasurer will have business acumen in the areas of organizational/fiscal planning and managing people resources.

### The Position:

The Secretary-Treasurer is an integral member of the Pine Creek School Division and works closely with the Superintendent in a dual track senior administration team. As Chief Financial Officer of the Division, the Secretary-Treasurer is responsible for all financial affairs of the Division, overseeing the \$15 million operating budget and \$1.7 million in capital project planning. This position supervises staff in the finance department, which includes the administration of payroll for the Division. With a fundamental commitment to supporting public education and the school community, the Secretary-Treasurer provides leadership to the Maintenance, Student Transportation and Information Technology departments. As Secretary to the Board, the successful candidate will provide evidence to support an understanding of board governance and procedures. This role oversees the Human Resources function for the Division, including performance evaluations and administering Collective Agreements.

### Qualifications and Experience:

- A recognized accounting degree, designation or other business management training
- Strong leadership and management skills, with experience in managing different business operating units
- Experience in managing the financials of an organization
- Effective communication, interpersonal skills, integrity and sound judgment
- Proficient skills in financial and other computer software applications
- Knowledge of the Public Schools Act, the Municipal Act, the Freedom of Information and Protection of Privacy Act, the Public Interest Disclosure Act and the Workplace Safety and Health Act
- Knowledge of education finance and the Financial Reporting and Accounting in Manitoba Education (FRAME) will be considered an asset

If this opportunity aligns with your values, experience and competencies, you are invited to submit a cover letter and resume, along with three current and professional references, by Monday, April 22, 2019 at 4:00 pm to:

Secretary-Treasurer Search Committee  
c/o Chairperson of the Board of Trustees  
[hr@pinecreeksd.mb.ca](mailto:hr@pinecreeksd.mb.ca)

*The successful candidate will be required to provide a current Criminal Record Check and Child Abuse Registry Check. Thank you to all applicants for your interest, however, only those selected for interviews will be contacted.*