

ASSISTANT SECRETARY TREASURER (VP of Finance)
Professional Exempt (On-Site)



The Burnaby School District is on the traditional territory of the Coast Salish Nations of Musqueam, Tsleil-Waututh and Squamish.

The Burnaby School District is the fourth largest in BC. The District operates 41 elementary and 8 secondary schools, including a range of district and provincial resource programs. The District supports and provides learning to 25,000 Kindergarten to Grade 12 (K-12) students and to more than 6,000 adult learners through our established Burnaby Community & Continuing Education program. With more than 100 languages spoken in the homes of its students, the District is one of the most culturally diverse in Canada.

We have exceptional talent in our District and pride ourselves on being an engaging, collaborative, and supportive employer, as well as a progressive leader in education. We offer and welcome employees to take the opportunity to develop their careers within our District. There are many opportunities for those employees that possess the qualifications and capability to access positions of advancement. Employees are supported throughout their careers to engage in professional development opportunities by encouraging learning on assigned professional development days, providing professional development workshops, and providing the opportunity for reimbursement of external professional development.

The District is seeking an experienced **Assistant Secretary Treasurer** to join its Business Services Team. Reporting to the Secretary Treasurer, the Assistant Secretary Treasurer functions as part of the Finance department. The Assistant Secretary Treasurer is responsible for leading the Finance department including district and school accounting, payroll, purchasing, financial control and audit, budget monitoring and analysis and financial reporting. This position also supports and advises the Superintendent, Secretary-Treasurer and Board on fiscal, facilities and other business matters.

An Assistant Secretary Treasurer in Burnaby:

- Supports and advises the Secretary-Treasurer on fiscal, facilities and other business matters;
- Oversees the development of the capital and operating budgets of the school district;
- Involved in strategic planning and policy development including but not limited to the following areas: long term facilities planning, education technology planning, fiscal management and overall district planning ;
- Significant responsibility for overall enterprise risk management plan development and strategy implementation;
- Supports the Secretary-Treasurer in setting strategic priorities for the District's Business Services Department;
- Involved in the recruitment of exempt management positions within Business Services;
- Supports the Secretary-Treasurer in the oversight of facility maintenance and operations and Information Technology departments;

- Senior Financial Officer for the district including financial reporting, balance sheet management, treasury, internal control, audit and finance operations;
- Oversees and coordinates FIPPA issues and requests and is the district's Privacy Officer;
- Represents the District as a spokesperson to key stakeholders and partner groups;
- Full delegated authority to act on behalf of the Secretary-Treasurer in their absence with the greater Business Services Department; and
- Performs other related duties as requested.

Qualifications/Experience:

- Graduation from a Post-Secondary business program;
- Chartered Professional Accountant designation (CPA);
- 10 years of progressive experience in accounting or finance with at least 5 years of supervisory experience, preferably within a large public sector organization;
- Knowledge and experience of Enterprise Resource Planning (ERP) financial systems, data analysis and reporting tools;
- Knowledge of policy development, governance, and experience working with elected Boards is an asset;
- Demonstrated ability to collaborate, build effective teams and communicate effectively at all levels;
- Excellent verbal and written communication skills, and the ability to work effectively with a wide variety of stakeholders;
- Exceptional interpersonal, analytical, and strategic thinking skills, thrives in a fast-paced environment and can manage multiple competing priorities;
- Results-driven with the ability to set and meet ambitious targets;
- Sound ability in judgement and decision making and dealing with sensitive and confidential information; and
- Ability to communicate effectively at the level required for the job with tact, sensitivity, confidentiality, discretion and diplomacy using verbal and written skills.

If you have the following qualifications, and are an advocate for public education, we welcome your application, please provide: a cover letter, detailed resume including professional credentials, and a minimum of three current references to Make a Future at <https://bit.ly/3AP53eI>. This position will remain open until filled.

Successful applicants will be required to consent to a Criminal Record Search prior to employment. Only those persons selected for interviews will be contacted.

The Burnaby School District values inclusion and embraces diversity as a strength. Our goal is for all individuals to feel a sense of belonging in a safe, supportive and welcoming community. We encourage applications from all qualified individuals, including Indigenous, Black, people of colour, all genders, LGBTQ2+ and persons with disabilities.

Thank you for your interest in the Burnaby School District!