



Evergreen Catholic Separate School Division

Secretary Treasurer (CFO)

Evergreen Catholic Schools is looking for experienced industry leaders who can advise the Superintendent of Schools on the financial and corporate affairs of the Division. This position will serve as a key member of the senior administrative team, reporting to the Superintendent of Schools. The Secretary Treasurer is the Corporate Financial Officer (CFO) of the school division and works collaboratively with the Board of Education, Superintendent, division and school leadership team as well as staff at all levels in providing excellence in catholic education. The Secretary Treasurer is responsible for the finance, payroll/benefit and business activities such as transportation, FOIP Coordinator, as well as being the corporate secretary to the Board of Education. The Board is seeking a Secretary Treasurer who is dedicated to Catholic education and to improving the outcomes of Catholic Schools in a site-based decision-making environment.

Reference: [Administrative Procedure – AP 453 - Appendix](#)

The Division

Evergreen Catholic Separate School Division is comprised of ten schools in the communities of Devon, Hinton, Spruce Grove, Stony Plain, and Westlock. The Division has approximately 4100 students in junior kindergarten to Grade 12 programs and is experiencing consistent growth. We are a Catholic faith community committed to serving each individual child in an atmosphere of faith, hope, and love through our mission of *Ever Growing, Learning, and Living in Christ*. Over 450 dedicated and committed staff deliver exceptional educational programming permeated with the Catholic faith. The Division's operating budget for 2023/2024 is approximately \$50,000,000.

The ideal candidate will:

- Have at least five years of senior management experience in a large and complex organization, preferably in the education sector.
- Have a strong knowledge of public sector accounting standards, budgeting, financial reporting, auditing, risk management, and internal controls.
- Have proficiency in Microsoft Office applications and financial software systems such as PowerSchool.
- Has experience in dealing with legal, labour and insurance matters.
- Can lead and motivate teams that work to meet the Division's Vision, Mission, and Values.
- Can work as part of a team, leveraging vision and creativity to meet our educational needs within the funding formula and to support educational programs.
- Training and/or experience in computerized accounting and payroll programs.
- Has a proven track record of senior management experience.
- Recognizes the need to balance a hands-on approach in a smaller division but who can also delegate responsibility effectively.
- Has excellent interpersonal, communication, analytical and conflict resolution abilities.
- Is experienced in corporate and Board affairs, parliamentary procedure and supporting the work of governance.
- Understands and can navigate the provincial budget systems, manage the board's internal financial systems and oversee the collection and preparation of information from a number of departments for budgeting and reporting.
- Can build effective relationships within and outside of the Division to maximize partnership and collaboration.

- Understands that they are working in a Catholic school division and can support the Division's faith priorities, goals, values and beliefs.
- Ensure the fiscal management of the Division is in accordance with the terms or conditions of any funding received.
- Assist principals with the preparation of budgets and the management of their financial affairs.
- Provide leadership in the development of annual updates to the Three-Year Capital Plan, including provisions for instructional and support services.
- Ensure the maintenance, access and protection of records in accordance with the FOIP Act and Regulations.
- Oversee contracts and agreements, including administration lease agreements, and service contracts.
- Oversee Payroll and Benefits team, including the approval and payment of employee salaries and wages, and administration of employee benefit programs.

We are seeking a financial leader with a strong educational background and expertise in financial management. The ideal candidate will strive for excellence in strategic financial planning and bring a professional accounting perspective to the role.

Applications

A competitive compensation package is provided. Duties to commence is January 22, 2024, or at a mutually agreeable time. You may contact Cindy Escott, Superintendent of Schools at cescott@ecsr.ca if you require further clarification or have any questions. Please forward a cover letter, curriculum vitae including three references plus a current pastoral reference to Diane Wilvers, Senior Executive Assistant, dwilvers@ecsr.ca **before 4:00 p.m., Thursday, December 21, 2023.**

EVERGREEN CATHOLIC: EVER GROWING, LEARNING, AND LIVING IN CHRIST