

Elk Island Catholic Separate School Division

is seeking an experienced financial and corporate leader to provide diverse, division-wide services in a dynamic work environment, in the position of:

Secretary-Treasurer

Elk Island Catholic Schools (EICS) serves the communities of Camrose, Fort Saskatchewan, Strathcona County (Sherwood Park) and Vegreville in central Alberta. Nineteen schools throughout the division serve over 10,000 students.

Reporting to the Superintendent of Schools, the Secretary Treasurer is the Chief Financial Officer and Corporate Secretary to the Board and oversees the overall management of the business affairs of the school division. The position is responsible for all functions relating to budgeting, accounting, finance, payroll, accounts payable, facilities, FOIP, relevant policy development, staff negotiations, insurance, transportation and providing corporate services for the Board of Trustees. The Secretary Treasurer is an integral part of the senior administrative leadership team, delivering measurable results aligned with the School Board's mission, vision and strategic direction.

This position will provide an exciting challenge for candidates who wish to work in a collaborative Catholic educational setting. The successful candidate will have:

- an understanding of and commitment to Catholic Education
- a post-secondary degree with a major in accounting, finance, or administration
- chartered professional accountant designation
- strong human resource management skills and proficiency in administrative practices
- knowledge and practice in principles of statute law and parliamentary procedures
- strong interpersonal, communication and organizational skills
- proven leadership and management skills

Experience in an educational environment, including knowledge and skills with various management functions, technology, accounting systems and staff supervision would be a definite asset.

The anticipated start date for this position is **August 11, 2025**.

Please provide your resume and a minimum of three professional references (including your immediate supervisor), most recent evaluation, and the name of a pastoral reference, if available.

Applications will be received as a SINGLE PDF File to brettc@eics.ab.ca until Tuesday, June 24, 2025 at 12:00 PM

By virtue of the submission of an application, the applicant agrees that the Superintendent or designate can contact previous employers for the purpose of conducting confidential reference checks whether or not the applicant has listed a reference for that employer. Please note that references will be contacted prior to interviews.

We thank all applicants for their interest but only those being considered to advance in the selection process will be contacted.