



**St. Paul Education**

## **Secretary-Treasurer (Chief Financial Officer)**

### **The Opportunity**

St. Paul Education is accepting applications for a full-time **Secretary-Treasurer (Chief Financial Officer)**. Guided by the Division's mission, vision, values, and beliefs, the Secretary-Treasurer works closely with and supports the Superintendent in fulfilling the duties of the Superintendent as defined in the *Education Act* and St. Paul Education Board Policy.

Reporting directly to the Superintendent, the Secretary-Treasurer provides executive leadership in financial stewardship, business administration, and corporate services. This position is based in **St. Paul, Alberta** and is a key member of the Division's senior leadership team.

### **The Organization**

Located approximately two hours northeast of Edmonton, St. Paul Education serves a geographically large and diverse region of rural and urban communities in Northeast Alberta. The Division serves the communities of St. Paul, Elk Point, Two Hills, Mallaig, Ashmont, Myrnam, and Heinsburg, and proudly works in partnership with Frog Lake First Nation, Kehewin Cree Nation, Saddle Lake Cree Nation, and Whitefish Lake First Nation #128.

For more information, please visit <https://www.stpauleducation.ab.ca/>.

### **The Candidate**

The successful candidate is an experienced, values-driven executive leader with demonstrated expertise in public-sector finance, governance, and organizational leadership. They bring a strong commitment to public education, continuous improvement, and collaborative leadership.

The ideal candidate will:

- Demonstrate extensive knowledge of Board governance, statutory and regulatory requirements, records management, and election processes;
- Exhibit strong financial acumen and experience in fiscal planning, reporting, budgeting, and accountability;
- Be a strategic, systems-oriented thinker who balances operational detail with long-term planning;
- Possess exemplary organizational, technological, interpersonal, communication, and conflict-resolution skills; and
- Effectively liaise with Alberta Education, Alberta Infrastructure, Indigenous partners, and other external agencies.



## **Key Responsibilities**

### **Corporate Secretary**

- Arrange and provide notice for all Board, committee, and public meetings.
- Assist, under the direction of the Superintendent, with preparation of Board agendas and meeting packages.
- Attend all Board meetings and ensure accurate recording and safekeeping of minutes.
- Ensure proper execution and maintenance of contracts, agreements, and partnerships.
- Ensure appropriate insurance coverage is in place for the Division.
- Oversee records management in accordance with the Protection of Privacy Act (POPA) and Access to Information Act (ATIA).
- Ensure public disclosure of expenses in compliance with legislation and Board policy.
- Interpret legislation affecting Division operations, as directed by the Superintendent.
- Act as Returning Officer for trustee elections.

### **Corporate Treasurer (Chief Financial Officer)**

- Ensure accuracy, completeness and compliance of all funding received by the Division.
- Provide leadership for fiscally responsible operations aligned with legislative and funding requirements.
- Administer financial records, risk management, and internal controls.
- Design and manage budget cycles that meet provincial requirements and include stakeholder input.
- Prepare the Division's annual budget aligned with the Four -Year Education Plan.
- Oversee purchasing, inventory, appraisal, and asset management functions.
- Provide oversight of payroll operations to ensure alignment with Division values and legislation.
- Act as signing authority, with the Board Chair, for financial, land, and property transactions.
- Invest surplus funds in accordance with Board policy.
- Manage grants and special project funding.
- Prepare and submit all required financial reports in compliance with legal and Ministerial mandates.
- Negotiate tuition agreements with Indigenous Services Canada and First Nations, in collaboration with the Superintendent.
- Support principals in budget development and financial management.
- Act as the division representative working with the external auditors.

### **Human Resources Support**

- Support professional learning for Division Office and school-based staff related to business and financial functions.
- Provide financial expertise and leadership to Board negotiating committees (local ATA, PBCO) in collaboration with Human Resources.



## **Facilities and Transportation**

- Provide leadership in the development and annual updating of the Three-Year Capital Plan.
- Working with the Director of Facilities, ensure facilities and building assets are appropriately maintained.
- Work with the Transportation Coordinator ensuring the efficient transportation of St. Paul students to and from school, including the safety and well-being of students transported by Division services.

## **Policy, Administration, and Organizational Leadership**

- Assist the Superintendent with the development, implementation, and evaluation of Board policies within assigned areas.
- Lead the development and implementation of administrative procedures.
- Ensure compliance with Board policy, administrative procedures, and Superintendent directives.
- Contribute to a collaborative, responsive, and high-performing organizational culture.

## **Communications and Community Relations**

- Foster open, transparent internal and external communication.
- Ensure high levels of service, responsiveness, and satisfaction among parents, staff, and partners.
- Investigate and resolve concerns and conflicts within assigned areas of responsibility.

## **Superintendent and Board Relations**

- Establish and maintain strong, professional working relationships with the Superintendent.
- Support the Board's roles and responsibilities as outlined in policy.
- Provide timely, accurate information to support effective decision-making.
- Serve on committees and perform other duties as assigned.

## **Leadership Practice**

- Model ethical, values-based leadership with a high degree of personal, professional, and organizational integrity.

## **Core Competencies**

### **Strategic and Systems Leadership**

Provides executive-level leadership across complex financial, operational, and corporate systems

### **Financial Stewardship and Accountability**

Ensures responsible, transparent, and sustainable management of public resources.

### **Governance and Executive Partnership**

Acts as a trusted advisor to the Superintendent and Board, supporting effective governance.

### **Leadership, Relationships, and Collaboration**

Builds respectful, collaborative relationships with trustees, staff, and partners.

### **Organizational Effectiveness and Innovation**

Leverages technology and modern business practices to enhance service delivery.

### **Advocacy and Values**

Demonstrates a strong commitment to public education and student success.

### **Qualifications**

- A degree in accounting, financial management, business, or public administration (required).
- Recognized accounting designation (CPA) considered an asset.
- Minimum five (5) years of senior or managerial experience.
- School division or education experience, including public sector experience is considered an asset.
- ASBOA Certified Business Official designation is considered an asset.
- Demonstrated knowledge of modern public-sector business practices.

### **Application Process**

**Start Date:** April 8, 2026, or as mutually agreed

**Salary:** Commensurate with qualifications and experience

**Application Deadline:** Open until a suitable candidate is found. First consideration will be given to applications received by **12:00 p.m., Monday, February 9, 2026.**

Qualified applicants are invited to apply by submitting an online portfolio, including a resume, cover letter, and at least four (4) recent professional references, at:

<http://stpauleducation.simplification.com>

For further information, please contact:

**Mr. Steve Schaar**

**Associate Superintendent of Human Resources**

**schastev@sperd.ca | 780-645-3323**

In accordance with Board Policy, the successful candidate will be required to provide a current Criminal Record-Vulnerable Sector Check and an Alberta Child Services Intervention Check.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.