



St. Paul Education

Director of Finance

The Opportunity

St. Paul Education is accepting applications for a full-time **Director of Finance**.

Reporting directly to the Secretary-Treasurer, the Director of Finance provides strategic leadership and monitoring of the school division's financial operations, ensuring fiscal responsibility, transparency, and compliance with board policies, legislation, and best practices. Reporting to the Secretary-Treasurer, this role supports decision-making through accurate financial reporting and the implementation of efficient accounting procedures and financial controls. Additionally, the Director oversees payroll, treasury, purchasing, and business functions, requiring exceptional accuracy, attention to detail, and time management to meet critical deadlines. Given the nature of the role, confidentiality and discretion are essential.

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 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 possess:

Education, Licenses and/or Certification, Experience Required

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field.
- Professional accounting designation (CPA) would be considered an asset.

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- Minimum of three years of experience in financial management, preferably in a public sector or education setting.
 - Experience in leadership, budget development, financial analysis, and risk management.
 - Proficiency in financial software and enterprise resource planning (ERP) systems.

Knowledge, Skills, and Abilities Required

- Strong knowledge of Public Sector Accounting Standards (PSAS) and financial reporting requirements.
- Excellent analytical, problem-solving, and decision-making skills.
- Strong leadership, communication, and interpersonal skills.
- Ability to work collaboratively with diverse stakeholders, including senior leadership, trustees, and government agencies.
- High ethical standards and commitment to financial integrity and accountability.
- Experience in grant writing or procurement practices.

Key Responsibilities

Compliance & Accountability:

- Ensure compliance with provincial and federal financial regulations, as well as school board policies and procedures.
- Serve as the primary liaison with external auditors and lead the annual audit process, including preparation of working papers, management responses, coordination of documentation, and implementation of audit recommendations.
- Implement and enhance financial systems, controls, and processes to improve efficiency and effectiveness.
- Lead the preparation, review, and submission of all required financial reporting to Alberta Education and other government ministries, including audited financial statements, CRA Charity Information Return, and Government Reporting Entity (GRE) documentation.
- Provide financial oversight and validation of student enrollment reporting processes to ensure accuracy and funding compliance.

Operations & Financial Oversight:

- Provide leadership in payroll, accounts payable, accounts receivable, and financial reporting functions.
- Collaborate with department heads and school administrators to provide financial guidance and support.
- Oversee the financial data in the division's ERP software (GL code maintenance and financial security controls).
- Reconcile banking information and prepare journal entries as required.
- Administer Division insurance requirements, including coverage and claims management.



Privacy & Records Management:

- Act as the Privacy Officer, managing all aspects of the Protection of Privacy Act (POPA) and Access to Information Act (ATIA) as it relates to Division activities.
- Support principals and decision unit managers/administrators as POPA and ATIA Coordinators for their schools and units, including:
 - Implementing district policies, regulations, and procedures to manage records.
 - Ensuring compliance with district and legislated requirements regarding record management and protection of personal information.
 - Facilitating training opportunities for staff on confidentiality and privacy.
 - Identifying and providing access to information for routine disclosures or ATIA requests.
 - Assisting the District Records and POPA/ATIA Coordinator with ATIA requests.
 - Ensuring staff access only necessary information to perform their roles.
 - Managing privacy breaches, including notifying the District Records and POPA/ATIA Management office.
 - Determining if information can be shared with external organizations and securing consent or agreements where required.

Implement and manage the Division's records management practices in accordance with policy.

Budgeting & Financial Management:

- Lead the preparation and administration of the division's annual budget, ensuring effective allocation of resources.
- Monitor and report on financial performance, identifying risks and opportunities to maintain fiscal stability.
- Advise Leadership on financial matters, including policy development and funding strategies.

Financial Strategy & Planning:

- Develop and implement financial strategies that align with the school division's vision, mission, and strategic priorities.
- Manage cash flow, investments, and long-term financial planning.
- Develop financial models and forecasting tools to support decision-making by senior leadership.

Leadership & Team Management:

- Supervise and support finance department staff, fostering a culture of excellence and continuous improvement.



Effort and Working Conditions

- Work is performed in an office environment with regular interaction with senior leadership, school administrators, and external stakeholders.
- Occasional travel within the division and to external meetings may be required.
- Extended hours may be necessary during peak financial planning and reporting periods.
- High level of responsibility and accountability in managing financial resources and ensuring compliance with financial regulations.

Application Process

Start Date: April 6, 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, March 9, 2026.**

Qualified applicants are invited to apply by submitting an online portfolio, including a resume, cover letter, and at least three (3) recent professional references, at:

<http://stpauleducation.simplication.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.