



Secretary/Treasurer Posting

Job description:

Secretary Treasurer (0.6 FTE) – Andrew Rural Academy Charter School

Job Type: Part-time (0.6 FTE) Employment Term: Permanent Location: Andrew, Alberta Compensation: \$25.00–\$50.00 per hour (commensurate with experience)

Expected Hours: Approximately 20–25 hours per week

Pay: CA\$25.00-CA\$50.00 per hour

Position Overview

Andrew Rural Academy Charter School is seeking a part-time Secretary Treasurer to support the financial operations of our charter school authority. Reporting directly to the Superintendent, the Secretary Treasurer plays a critical leadership role in fiscal planning, financial management, reporting compliance, and ensuring strong internal controls. This position requires hands-on accounting experience and a solid understanding of Alberta Education's financial expectations for public charter schools.

Key Responsibilities

- Oversee all financial operations of the charter school, including budgeting, forecasting, cash flow management, and financial reporting.
- Manage day-to-day accounting functions, including posting, reconciliation, and preparation of monthly financial statements.
- Ensure compliance with Alberta Education reporting cycles, policies, and financial submission requirements.
- Coordinate annual audits, liaise with external auditors and financial institutions, and ensure effective internal controls.
- Administer payroll and benefits in accordance with Canadian payroll standards.
- Provide financial leadership, strategic planning support, and policy administration to the school authority.
- Attend monthly board meetings (after-hours availability required).
- Support the Superintendent and Board of Directors with financial analysis and recommendations.

Qualifications

- A Canadian professional accounting designation (CPA, CMA, CGA, or CA) preferred.
- Bachelor's Degree in Accounting, Finance, Business, or a related field (preferred).

- Minimum of 4 years of progressively responsible financial administration experience; school authority or public-sector experience considered an asset.
- Strong knowledge of Alberta Education funding, reporting processes, and charter school operations (preferred).
- Demonstrated expertise in hands-on accounting, financial reporting, QuickBooks, and Canadian payroll requirements.
- Excellent interpersonal, organizational, and administrative skills.
- Ability to work collaboratively and maintain a high level of accountability.

Benefits

- Flexible work schedule
- Extended health care
- Dental and vision care
- On-site parking
- Supportive and collaborative team environment

How to Apply

Applications should include: a cover letter, resume, and a list of three references.

Applications should be forwarded to Board Chair, Jason Tkachuk

at **jason.tkachuk@gmail.com**