



**CALGARY
GIRLS
CHARTER
SCHOOL**

Secretary Treasurer (0.80 FTE)

Calgary Girls Charter School (CGCS) is currently seeking a qualified applicant for part-time Secretary Treasurer to support the financial operations of our charter school authority. The Secretary Treasurer plays a critical role in fiscal planning, financial management, reporting compliance, and ensuring strong internal controls.

This is an exceptional opportunity to grow as a Secretary Treasurer by working collaboratively with an outstanding team of professionals.

Reporting Structure

The Secretary Treasurer reports directly to the Superintendent and works closely with the Board of Directors, and collaborates with school administration and support staff to support the financial planning and school operations.

Key Responsibilities:

The Secretary Treasurer is involved in the business affairs of the school division. The position leads activities related to the budgeting, accounting, finance, payroll, accounts payable, facilities, OH&S, POPA, transportation and providing corporate services for the Board of Directors.

Financial Management and Planning

- Develops and monitors annual operating and capital budgets
- Prepares financial planning and forecasting, and cash flow management
- Ensure effective stewardship of public funds
- Work closely with the Superintendent on day-to-day financial planning, decision-making, and operations
- Collaborate with the Superintendent and Board of Directors to support informed financial oversight and strategic planning
- Support long-term financial sustainability and alignment with school priorities

Financial Reporting & Compliance

- Prepare and present financial reports to the Board of Directors
- Provide quarterly financial statements and clear variance analysis
- Ensure compliance with Alberta Education requirements and applicable regulations
- Maintain accurate and up-to-date financial records in accordance with public sector standards
- Prepare and reports in compliance with Federal Government requirements
- Support the Superintendent and Board timely, accurate financial information to inform decision making

Payroll and Financial Operations

- Provide support to the Payroll and Benefits Administrator
- Ensure statutory remittances (CPP, EI, income tax) are completed accurately and on schedule
- Ensuring accuracy and timeliness of payroll, accounts payable and receivable functions
- Coordinate and support the annual external audit process

Facilities and Operations

- Ensures Occupational Health and Safety compliance
- Support planning and coordination of maintenance, repairs and capital projects
- Ensure contracts and service agreements are managed effectively and align with school needs
- Work closely with the Superintendent to support safe and well-maintained learning and working environments
- Coordinates student transportation contract(s) with bussing providers

The Ideal Candidate will have:

- A Canadian Professional Accounting (CPA) designation (preferred)
- Experience with payroll and statutory remittances
- Strong interpersonal relationship skills to support a collaborative working environment and the ability to create a safe, caring, and inclusive working environment where staff develop confidence and competence
- Strong organizational and administrative skills, the ability to prioritize tasks, with attention to detail
- Experience in an educational environment and a solid understanding of Alberta Education's financial expectations for public charter schools (preferred)

Compensation:

The Calgary Girls Charter School offers a competitive salary and benefits package.

Applicants must provide:

- Cover Letter
- Resume
- Names of three references, two of whom must be current or recent supervisors of instructional practice
- Current Vulnerable Sector Check (within 3 month)

Send the complete application package via email to humanresources@mycgcs.ca with "Secretary Treasurer" in the subject line. Posting will remain open until a suitable candidate is found. Start date negotiable.

While we appreciate all applications received, only shortlisted individuals will be contacted.

About Calgary Girls Charter School

The Calgary Girls Charter School, one of Alberta's unique public charter schools, serves approximately 575 students in grades four to nine on one campus in SW Calgary. Our charter goals include high academic achievement as well as healthy social-emotional development of girls and young women. Our unique Go Girls curriculum infuses our culture and instructional program. Through the pedagogical lens of inquiry, the school supports learning to nurture confident, competent, caring young women who have a strong sense of self, appreciation for others and respect for community.

As a school of choice, Calgary Girls Charter School emphasizes a collaborative working environment where parents are partners in our learning community, and staff are highly involved in the school's operational decisions.