

Holy Family Catholic Regional Division Job Opportunity

Secretary-Treasurer Holy Family Catholic Regional Division Peace River, Alberta

Holy Family Catholic Regional Division is seeking a highly motivated individual with forward-thinking leadership skills to fill the position of **Full-Time, Probationary, Secretary-Treasurer at Holy Family Catholic Regional Division in Peace River, Alberta, starting September 1, 2026, or a date mutually agreed upon**

The successful candidate will be responsible for supporting the school division's business operations, financial administration, and support services in accordance with policies established by the Board of Trustees. This leadership role requires a commitment to collaborative decision-making, strategic planning, and continuous school improvement.

The successful candidate will:

- Have a CPA Designation
- Have a Bachelors degree with a focus in business administration, accounting or finance. The equivalent combination of education and experience may be considered.
- Have Accounting and finance experience
- Have demonstrated success within a similar school division, or direct experience from an accounting firm.
- A proven ability to build positive relationships with internal and external stakeholders, board members and committees.
- Have strong communication skills and the ability to meet restrictive deadlines.

The ideal candidate will:

- Lead the Division's financial management, including budgeting, financial reporting, audits, investments, payroll, benefits administration, and regulatory compliance.
- Provide strategic advice and recommendations to the Superintendent and Board on finance, operations, risk management, and long-term planning.
- Oversee transportation, facilities, maintenance, capital projects, occupational health and safety, insurance, and asset management.
- Coordinate the development and administration of annual operating and capital budgets, education grant claims, and financial reporting requirements.
- Support Board governance processes, including meeting preparation, policy implementation, contractual agreements, and legislative compliance.
- Supervise and support staff in Finance, Transportation, Operations and Maintenance, fostering a culture of accountability, collaboration, and continuous improvement.
- Lead risk management initiatives and ensure compliance with applicable legislation, regulations, and Division policies.
- Support labour relations processes, employee benefits administration, and collective agreement implementation.
- Promote and support the Division's Catholic mission, values, and relationships with schools, parishes, and the broader community.
- Perform other duties as assigned by the Superintendent.

Salary will be based on Qualifications and Experience.

The position will remain open until July 31st, or until a suitable candidate is found.

Please submit the following documentation to:

Victoria Cornick, Superintendent
victoria.cornick@hfcrd.ab.ca

- Letter of Interest
- Resume
- References

Only shortlisted applicants will be contacted.

Holy Family C.R.D. has a strong commitment to the ideals of Catholic education and provides our students an opportunity not only to achieve academic excellence but also to grow personally, socially, and physically in a Christ-centered environment. We are very proud of our successes and continuously strive for improvement in all areas. Non-Catholic applicants who are willing to support the catholic faith are welcome to apply.