



Grande Yellowhead Public School Division is inviting applications for the position of **Secretary Treasurer** in Edson, AB at the Educational Services Centre.

Background

Guided by the Division's foundational statements, the Secretary Treasurer assists the Superintendent of Schools in fulfilling the general and specific aspects of the position description for the Superintendent as defined in the Education Act, and Board Policy.

The Secretary Treasurer is responsible for the management and monitoring of all business services for the Division. In particular, the Secretary Treasurer assumes responsibility and provides leadership in all matters related Finance, Insurance, Administration, Transportation and Facilities. The Secretary Treasurer is an integral part of the senior administrative leadership team, delivering measurable results aligned with the School Board's mission, vision, and strategic direction. This leadership role requires a commitment to collaborative decision-making, strategic planning, and continuous school improvement.

Role and Responsibilities

The successful candidate will:

- Report directly to the Superintendent of Schools.
- Supervise the Director of Finance, Facilities, and Transportation.
- Ensure the fiscal management of the Division is in accordance with the terms or conditions of any funding received.
- Produce financial reports in compliance with all legal and Ministerial mandates and timelines, and Superintendent directives.
- Assist principals and central budget managers with preparation of budgets and the management of their financial affairs.
- Provide leadership in the development of annual updates to the Three-Year Capital and Facilities Plans.
- In collaboration with the Superintendent, develop an administration budget within the parameters and constraints of the Division budget.
- Oversee compliance with the ATIA/POPA Acts and Regulations.
- Oversee contracts and agreements, including administration lease agreements, and service contracts.
- Oversee the approval and payment of employee salaries and wages, and administration of employee benefit programs.
- Lead risk management initiatives including insurance renewals.
- Exhibit a high level of personal, professional and organizational integrity.

- 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.
- Support Board governance processes, including Board report preparation, policy implementation, contractual agreements, and legislative compliance.
- Handle other duties as assigned by the Superintendent.

Requirements

The successful candidate will:

- Possess a post-secondary degree with a major in accounting, finance, or business administration.
- A Chartered Professional Accountant (CPA) designation is preferred along with related managerial experience. The equivalent combination of education and experience may be considered.
- Have strong knowledge and practice in principles of statute law and parliamentary procedures.
- Possess excellent interpersonal skills with demonstrated ability to build, establish and maintain collaborative, service-oriented relationships with all stakeholders.
- Have strong problem-solving and time management skills with a proven ability to meet deadlines and achieve high standards of service and performance.
- Have a high degree of integrity and the ability to ensure confidentiality with sensitive information.
- Experience in the JK - 12 educational environment would be a definite asset.

Salary range: \$160,000 - 180,000

The Schools

Please visit <http://www.gypsd.ca> for more information about our schools.

The Division

Grande Yellowhead Public School Division (GYPSD) stretches from Jasper National Park, east to Evansburg, south of Cadomin, and northwest to Grande Cache. The jurisdiction includes 15 schools, 4 Learning Connection Centres, approximately 4300 students and 600 staff. The Division is governed by seven elected Trustees, and an approximate budget of \$70 million.

Given the extensive geographical area and the necessity for the Secretary Treasurer to maintain a visible presence in schools and foster strong relationships, this position is designated as in-office and will not be eligible for remote or hybrid work arrangements.

The Board's four priorities are:

- Student Learning
- Teacher, Support Staff, and Leader Excellence
- Community Engagement

- System Health and Wellness

Application

While the competition will remain open until a suitable candidate is found, applications received before July 30, 2026 will be assured first consideration.

Please submit a cover letter and resume and a copy of relevant educational qualifications and certifications to hrrsupport@gypsd.ca or apply on Apply to Education. *Resume must highlight professional qualifications, relevant training and experience, and three current references that provide permission to contact.*

In accordance with Board Policy, the successful applicant will be required to provide the following:

- a Vulnerable Sector Check
- a Child Intervention Record Check

Thank you in advance to all applicants for their interest, however only those selected for interviews will be contacted.