



SEINE RIVER SCHOOL DIVISION INVITES APPLICATIONS FOR THE FOLLOWING POSITION

SECRETARY-TREASURER/CFO DIVISION OFFICE Lorette, MB Duties to Commence January 2025 or ASAP

Seine River School Division is located just south of the City of Winnipeg, providing education to the students from the communities in and around St. Norbert, La Salle, St. Adolphe, Île des Chênes, Lorette, Ste. Anne, La Broquerie and Richer. Approximately 4900 students attend our 15 schools. English and French Immersion programming is available, along with technical-vocational, apprenticeship, and alternative learning opportunities in our three high schools. The Ste. Anne Adult Learning Centre supports adults in the region in completing high school and career and postsecondary preparation. We strive to provide inclusive and differentiated learning opportunities in a welcoming environment, for all students.

Reporting to the Superintendent, the Secretary-Treasurer/CFO is responsible for overseeing all business functions of the organization including legislative requirements, finance, payroll, facilities and maintenance, transportation, purchasing, negotiations, and agreements pursuant to *The Public Schools Act* and *The Education Administration Act*. The successful applicant will be responsible for providing supervision, administration, and coordination of financial and business affairs of the division to provide the best possible educational services using the financial resources available in the most efficient manner, and with awareness of and concern for the impact on each individual student's education.

The successful candidate must demonstrate:

- Success in working with a board and a comprehensive understanding of board governance and procedures.
- Superior financial management abilities (annual budget for the 2024-2025 school year is approximately \$65 million).
- Excellent communication and interpersonal skills with the ability to establish, develop, and maintain partnerships with communities and external organizations.
- Ability to facilitate decision-making through knowledge, ideas, and influence.

The preferred candidate will meet the following criteria:

- Possess a Chartered Professional Accountant (CPA) designation; a Masters of Business Administration (MBA) degree would be considered an asset.
- Minimum of five (5) years of progressive financial management experience, preferably in an educational environment.
- Experience with provincial legislation and compliance requirements.
- Management experience in finance and business operations.
- Experience in the areas of purchasing, operations, transportation, and maintenance facilities would be an asset.
- A sound understanding of education funding in Manitoba.
- Well-developed information technology skills.

A comprehensive benefits program and competitive salary is provided.

Applicants interested in this opportunity are to submit a detailed resume, including three (3) professional and three (3) character references, and written permission to contact them.

Applications

Please send a cover letter and resume by December 24, 2024, to:

Superintendent's Office
Seine River School Division
Colin.Campbell@srsd.ca

Rivière Seine River School Division is located on Treaty 1 Territory, the traditional lands of the Anishinaabe, Cree, Oji-Cree, Dakota, and Dene Peoples and the homeland of the Metis Nation. SRSD respects the treaties that were made on this territory and are dedicated to working together in the spirit of reconciliation for as long as the sun shines, the grass grows and the river flows.