

KELSEY SCHOOL DIVISION

“We strive to be a respectful and enthusiastic school
Community, dedicated to quality education for all.”

Kelsey School Division invites applications for Secretary-Treasurer

The Kelsey School Division

The KSD office is located in The Pas, Manitoba and serves five schools and an adult learning centre all located in The Pas. KSD offers a variety of education programs, including French Immersion, has partnership arrangements with day care in three of its schools, operates student transportation, provides support for challenged students, collaborates with the local University College of the North for high school vocational options, encourages collaboration with the Opaskwayak Education Services Inc. of the adjacent Opaskwayak Cree Nation, and supports access to varied information and communication technologies.

The Position

Reporting to the Superintendent/CEO, the Secretary-Treasurer is responsible for all financial affairs of the Division, overseeing an operating budget of about \$20 million, and various capital project planning. This position oversees fiscal management and divisional operations from the Division Office and staff relations with the Division's CUPE employees. The role extends beyond financial matters to include general oversight and supervision of various non-instructional services and operators. These include facilities, transportation, information technology, Work Place Safety and Health discipline, records storage and management systems. As Secretary to the Board, the position supports the operation of the Board and its committees, and has a knowledge of board governance and procedures.

The Candidate

The successful candidate will have a recognized accounting degree, designation or other business management training; strong leadership and management skills; integrity and sound judgment; and effective communication and interpersonal skills. Knowledge of education finance and the Financial Reporting and Accounting in Manitoba (FRAME) will be an asset. A complete job description is available on the School Division website under Policy CBAB.

The candidate shall have demonstrated strengths and experience in:

- accounting, fiscal and personnel management; internal control and audit functions union contract negotiations
- the preparation of financial statements and annual budgets
- knowledge of the Public Schools Act, the municipal Act, the Freedom of Information and Protection of Privacy Act, the Public Interest Disclosure Act, and the Workplace Safety and Health Act

The current salary range is negotiable with a comprehensive benefits package.

Please email resume, cover letter and three references (in PDF format as one document) to STapplication@ksd.mb.ca. Employment is conditional upon successful clearance by Criminal Records and Child Abuse Registry.

This competition will remain open until a suitable candidate is found. Thank you to all applicants for your interest, however only those selected for interviews will be contacted.