Pembina Hills School Division

Temporary Secretary Treasurer

Pembina Hills School Division is seeking a dynamic professional who is passionate about making a difference in the lives of students for the position of Temporary Secretary Treasurer for a one-year term beginning June 15, 2022 and ending June 15, 2023.

The Division

Pembina Hills School Division is a dynamic and innovative Division with a commitment to its mission - to deliver an excellent education to our students so they become ethical and responsible citizens.

Within our geographic area of Barrhead, Westlock and Swan Hills, Pembina Hills School Division serves 3,800 students in 11 community schools, 2 Hutterite colony schools and 2 outreach centres.

A very unique factor of our Division is that we operate an online school – Vista Virtual School – that serves approximately 500 full-time and 10,000 part-time students across the province.

Please visit our website at https://www.pembinahills.ca/

The Position

The Secretary Treasurer is the senior financial officer of the Board, as well as its Corporate Secretary. Additionally, the Secretary Treasurer maintains responsibility for Operation and Maintenance Services, Capital Projects, Records, and Freedom of Information and Protection of Privacy (FOIP). The Secretary Treasurer is responsible directly to the Superintendent for reporting on progress and the achievement of outcomes associated to these areas.

The Candidate

Pembina Hills School Division is seeking an energetic and progressive leader with a commitment to public education and to the Division’s mission, beliefs, and priorities. This individual will have a strong work ethic, be committed to excellence and continuous improvement, be a contributing team player, and will ensure accountability of self and others.

The candidate will have demonstrated integrity, exemplary interpersonal, organizational, technological, communication, and conflict resolution skills and have the ability to proactively represent the Division and its interests with Alberta Education, Alberta Infrastructure and other stakeholders.

The selected candidate will have an accounting designation (CPA – CMA, CGA, CA) and successful senior level financial management experience.

A base salary of $151,000 to $159,000 per year plus a full benefit package is provided.

For a view of the position profile, click here.

Applications

This competition will remain open until a suitable candidate is found.
Pembina Hills School Division has implemented AP 20-07 Workplace Health and Safety: COVID 19 Hazard Control Vaccination Status. Effective November 1, 2021, subject to the exemptions listed in the AP, all new hires will be required to be Fully Vaccinated prior to their first day of work and provide proof thereof.

For further information, please contact Mike Borgfjord, Superintendent at 780.674.8507

Apply at: https://pembinahills.simplication.com/
If you require assistance with the application process, please call Simplication @ 1-877-900-5627

There are inherent risks in the work employees do throughout Pembina Hills School Division (PHSD). All staff are to be prepared to satisfactorily manage the inherent risks encountered in their work. PHSD staff are responsible for advising their Supervisors of unknown risks encountered relating directly to their work. Staff are expected to cooperate in ensuring workplace health and safety in a caring and respectful educational setting.

PLEASE NOTE:
- Your resume should include a list of references with permission for Pembina Hills School Division to contact any or all references.
- Original Criminal Record Check including Vulnerable Sector (dated within one year) must be provided prior to employment.
- Original Intervention Record Check (dated within one year) – issued by Child & Family Services Authority must be provided prior to employment.
- Verification of Education and relative experience is required.

We thank all applicants for their interest. Only those shortlisted will be contacted.