



Assistant Secretary Treasurer Swan Valley School Division

Quoting Project #: 26107

Location: Division Office

POSITION SUMMARY

Reporting directly to the Secretary Treasurer, the Assistant Secretary Treasurer is a hands-on, mid-level management role responsible for a broad range of accounting, finance, payroll, and HR functions. This is an out-of-scope (non-union) position with three direct reports: Accounts/Payroll Assistants and a Payroll & Benefits Clerk. The successful candidate will work closely with senior leadership and the Board, with significant involvement in budget coordination, capital expenditures, and financial operations.

CONDITIONS OF EMPLOYMENT

- Must be legally entitled to work in Canada.
- Completed Criminal Record Checks including the Vulnerable Sector and Child Abuse Registry Checks to the Division's satisfaction.

KEY RESPONSIBILITIES

- Support and coordinate the Division's annual budget process, working closely with leadership in meeting the Board's expectations.
- Prepare, analyze, and present financial statements, capital budgets, and reports for internal and external stakeholders.
- Oversee and manage payroll and accounting functions, including collective agreement administration and supervising the Payroll & Benefits Clerk.
- Maintain strong school board relations and provide direct support at board meetings.
- Manage capital expenditures and ensure accurate tracking of capital budgets.
- Select, implement, and maintain payroll and school fund payment systems; experience in these areas is an asset.
- Perform reconciliations, hands-on bookkeeping, and accounting operations.
- Train and mentor finance staff, ensuring team members are up to speed on systems and processes.
- Foster a collaborative, detail-oriented, and flexible work environment in a smaller office setting.
- Lead or participate in internal audits and financial analysis.
- Support the Secretary Treasurer in all aspects of financial management and succession planning.
- Other duties as assigned.

ESSENTIAL QUALIFICATIONS

- Degree in Accounting, Finance, or Business Administration (preferred) or related diploma to the Division's satisfaction.
- Completion of a professional accounting program (CPA, CGA, CMA, CA or equivalent) or nearing completion of (also willing to sponsor an individual to obtain).
- Minimum five (5) years progressive experience in accounting and finance, ideally in a public sector or educational environment.
- Payroll experience and strong financial oversight and compliance with provincial standards.
- Supervisory experience and willingness to train others.
- Strong technology skills; ability to work with and implement financial systems.
- Detail-oriented, nimble, flexible, and strong interpersonal skills.
- Broad financial and accounting skill set, including accrual accounting and reconciliations.
- Knowledge of and experience dealing with Human Resources matters.
- Willingness to work in a smaller, hands-on office environment.

DESIRED QUALIFICATIONS

- Excellent problem-solving, planning, and administrative skills.
- Superior oral and written communication abilities.
- Ability to set priorities and manage multiple tasks in a fast-paced environment.
- Experience with internal audits, school fund management, and grant administration

Equity Statement - Swan Valley School Division is committed to building an exemplary public service that reflects the diversity of the community. We encourage applications from women, Indigenous peoples, persons with disabilities, and visible minorities. Reasonable accommodations are available upon request during the interview and assessment process.

To apply send a resume and cover letter to Morgan@harrisleadership.com quoting project #26107.