

Swan Valley School Division

invites applications for the position of
Assistant Secretary-Treasurer
at the **Division Office**,
effective March 3, 2025, or as mutually agreed.

Position: 35 hours per week.

Shift: Monday to Friday, 8:30 to 4:30

Permanent or Term: Permanent Position, 12 months

Application Deadline: January 31, 2025, at noon.

Salary: To be determined commensurate with education and experience.

Conditions of Employment:

Must be legally entitled to work in Canada.

Completed Criminal Record Checks including the Vulnerable Sector, and Child Abuse Registry Check to the Division's satisfaction.

Qualifications:

Essential:

- Accounting, Finance, or Business Degree, or a recognized professional designation such as Chartered Professional Accountant (CPA), or those working towards the CPA designation.
- Minimum of five (5) years of progressive experience in accounting or finance.
- Experience leading/coordinating a finance team in the public or private sector.
- Knowledge of public sector accounting standards.
- Knowledge of legislation/regulation pertinent to educational finance and Financial Reporting and Accounting in Manitoba Education and Early Childhood Learning (FRAME).
- Experience in budget preparation and full-cycle accounting.

Desired:

- Excellent problem-solving abilities.
- Ability to set priorities in a fast-paced environment.
- Outstanding computer skills with special emphasis on Excel.
- Ability to lead and direct employees.
- Ability to assist a diverse group of stakeholders with financial matters.
- Superior oral and written communication skills.
- Excellent planning and administrative skills.

If you want to belong to a team where our mission is to create an inspiring, learning community where all belong, contribute and succeed, please apply with a cover letter and resume (include three references) to:

Brent Rausch, Secretary-Treasurer. Submit the application package to hr@svsd.ca.

Candidates chosen for an interview will be contacted. Interview accessibility accommodations are available upon request.

Swan Valley School Division recognizes the importance of building an exemplary public service that is reflective of the citizens it serves, where diverse abilities, backgrounds, cultures, identities, languages, and perspectives drive a high standard of service and innovation. Swan Valley School Division supports equitable employment practices and promotes representation of designated groups (women, Indigenous people, persons with disabilities, visible minorities).