

WINNIPEG SCHOOL DIVISION

Winnipeg School Division (WSD) nurtures a welcoming and inclusive culture of people committed to working together to inspire students to reach goals and achieve academic success. WSD is the largest school division in the Province of Manitoba with over 33,000 students and 6,000 employees. To ensure WSD's continued success as a leader in education and innovation, we are committed to finding and developing the right people to join our team.

SECRETARY-TREASURER (CHIEF FINANCIAL OFFICER)

As a member of the Senior Leadership Team, the Secretary-Treasurer (Chief Financial Officer) will work collaboratively with other Senior Leadership Team members to provide shared leadership and vision to WSD, its Board of Trustees, its employees, and other key stakeholders.

Reporting to the Chief Superintendent and Chief Executive Officer, the Secretary-Treasurer (Chief Financial Officer) shall be responsible for the strategic leadership, corporate secretary, and management of financial and administrative support services for WSD, as well as requirements of the position under the Public Schools Act of Manitoba.

Duties and responsibilities include, but may not be limited to the following:

- Ensures the current and long-term effectiveness of all financial functions of WSD including: accounting, asset and debt management; financial statements; insurance; risk and safety management; operating and capital budgeting; WSD payments; administrative information systems, supply management chain; and audit;
- Leads the development of financial and administrative systems with comprehensive policies and procedures that function in accordance with applicable laws and regulations and provide efficient services to WSD;
- Leads the preparation, management and monitoring of the consolidated WSD's operating and capital budgets;
- Leads the management, evaluation, selection, implementation and coordination of new technology, hardware, software and telecommunication networking systems and services in WSD;
- Participates in the critical decision-making at the Senior Leadership level;
- Analyzes issues thoroughly, considering options, providing recommendations and making decisions consistent with the WSD Strategic Plan;
- Provides financial, administrative and technical advice to the Chief Superintendent and Chief Executive Officer on financial, administrative, and operational issues and matters as required;
- Plays an active role in municipal and provincial government relations, works with the Board of Trustees, and other members of the leadership team to identify key policy and funding issues of strategic importance to WSD;
- Establishes and maintains positive working relationships with the community, unions, media, government and other organizations;
- Administers risk identification and management, proactively assesses enterprise-wide risk in WSD's financial and administrative systems, policies, processes and procedures;
- Coordinates the annual external audit and supports the provision of independent, objective internal auditing services designed to add value and improve WSD operations;

- Ensures the WSD Community has a safe place to disclose suspected fraudulent, irregular, discriminatory or harassing activities. Where appropriate, supports the investigation/examination of suspect activities;
- Provides leadership in the area of pension and benefit design, maintenance and administration as the Secretary for the Pension Fund and Investment Committee;
- Identifies and recommends priorities for operating requirements, determining costs and preparing justifications so that proposed budgets are in accordance with Board of Trustee direction and meet community needs;
- Ensures institutional, financial and human resource reporting capabilities that provide timely and relevant information for management decision-making;
- Fulfills the requirements of the position as outlined in the Public Schools Act;
- Serves as the Executive Secretary of the Board of Trustees;
- Provides leadership and direction to the Director of Buildings to ensure the effective management of facilities and maintenance requirements for schools and other WSD facilities;
- Provides leadership into Cyber Security measures across all division systems and wide area network services to ensure they are adequately protected.

This position requires an individual who has the following:

- Professional Accounting Designation;
- Bachelor's degree in Accounting, Finance or Business and a minimum of 10 years experience in senior financial management;
- Experience working with a Board and demonstrated understanding of Board governance and administrative procedures;
- Demonstrated commitment to public education, knowledge of the current issues facing the education system, and openness to understanding educational culture;
- Ability to implement and manage ERP system;
- Knowledge of the Public Schools Act, Education Administration Act, Municipal Act, provincial legislation as it relates to Workplace Safety and Health and the FRAME accounting system would be an asset;
- Ability to effectively communicate complex financial issues and performance at all levels;
- Ability to plan strategically, initiate action and achieve desired outcomes for multiple initiatives in both politically and culturally sensitive environments;
- Previous experience in implementing centralized accounting systems;
- Ability to communicate sensitive and complex information to a variety of audiences;
- Demonstrated expertise working with community partners, government departments/agencies and elected Boards.

Interested individuals may apply online at www.winnipegssd.ca under the Careers tab and Senior Administration & Professional link.

Click the button "Apply Online" and log into your account. First time users will be required to create a profile to apply.

Employment is subject to a clear Child Abuse Registry check and Police Information check.