



# Assistant Secretary-Treasurer (Director of Financial Services)

<b>BULLETIN NUMBER:</b>	<b>710/E/23</b>	<b>DATE POSTED:</b>	<b>November 2, 2023</b>
<b>SCHOOL:</b>	<b>LOUIS RIEL SCHOOL DIVISION NORBERRY BOARD OFFICE</b>		
<b>COMMENCING:</b>	As soon as can be arranged		
<b>COMPENSATION:</b>	<b>\$147,440.00 - \$160,988.00</b>		
<b>HOURS:</b>	7.0 hours per day, 5 days per week, 12 months per year		

## JOB SUMMARY:

Reporting to the Secretary-Treasurer/CFO, and as a member of the Senior Leadership Team, this role leads the Accounting & Purchasing, and Payroll departments and provides day to day financial management, analysis and oversight in the areas of operational, capital, and school-based funds. This role will assist with the preparation of the annual budget, financial statements, other ad hoc reporting requirements and will be responsible for maintaining and continually improving internal controls and best practices for a division with an operating budget of \$225 million. As a positive and confident communicator, the Assistant Secretary-Treasurer is fluent in the details and technical complexities of public sector accounting and reporting but can clearly communicate the meaning of the numbers and their related issues to partners in various roles throughout the division. The Assistant Secretary Treasurer brings an outstanding sense of collaboration and support to the Senior Leadership Team, department managers and school administrators.

## QUALIFICATIONS (EDUCATION AND EXPERIENCE):

- Chartered Professional Accounting (CPA) designation.
- 10 + years of progressive experience in accounting or finance, preferably in a public sector or educational setting.
- Demonstrated ability to think and communicate at a strategic level, with the ability to plan, initiate and achieve desired outcomes for multiple initiatives while collaborating with community partners, government departments/agencies or other stakeholders.
- Demonstrated positive experience leading a professional team and maintaining positive, collegial relationships at all levels of the organization.
- Excellent planning, administrative, organizational, project management, human resource management and financial management skills.
- Strong IT literacy, with the demonstrated ability to organize and manipulate large amounts of data (Excel required, Power BI preferred); knowledge of accounting systems and database structures (Microsoft Dynamics 365 preferred) and budgeting software tools (Qwestica preferred).
- A desire for innovation and continuous improvement.
- Exceptional communication and presentation skills, including written formal reports, preparing business cases, and making presentations.
- Ability to understand and apply collective agreement and legislative requirements.
- Ability to communicate in both official languages (French and English) is an asset.

## CONDITIONS OF EMPLOYMENT:

- Satisfactory Criminal Record Check, including Vulnerable Sector Search.
- Clear report from the Child Abuse Registry.
- Respect In School or equivalent training is required.
- Review and comply with Divisional policies and guidelines.
- Continued employment is subject to maintaining legal eligibility to work in Canada.

## APPLICATION PROCEDURE:

The Louis Riel School Division is committed to employment equity and accessibility. We encourage applications from members of equity-seeking groups with diverse abilities, backgrounds, cultures, identities.

- Apply by using the LRSD online submission process at [www.lrsd.net](http://www.lrsd.net).
- Include in your resume and cover letter your strengths and abilities and clearly define how you meet eligibility for the role.
- Identify the names and contact information of three references.
- Address cover letter and resume to Staff Services, Louis Riel School Division.
- Quote the Bulletin Number on the application; a separate application is required for each job bulletin.
- Upload your resume and cover letter as one document.

We thank all applicants for their interest. Only those selected for further consideration will be contacted.

## APPLICATION DEADLINE:

**4:00 P.M., Friday, December 1, 2023**

LRSD.NET

Thriving Learners ∞ Flourishing Communities

900 St. Mary's Road | Winnipeg, Manitoba | R2M 3R3 | Tel: 204.257.7827 | Fax: 204.256.8553