



KELSEY SCHOOL DIVISION

“We strive to be a respectful and enthusiastic school Community, dedicated to quality education for all.”

Kelsey School Division invites applications for Secretary-Treasurer

The Kelsey School Division office is located in The Pas, Manitoba and serves five schools and an Adult Learning Centre.

The Secretary-Treasurer, reporting to the Superintendent/CEO, is responsible for the following:

- all financial affairs of the Division
- supervision of staff located in the Division office, and in conjunction with the Human Resources Officer, staff relations with the Division’s CUPE employees, and provides leadership support to the Maintenance and Student Transportation personnel.
- as Secretary to the Board, the position supports the operation of the Board and its committees, and has a knowledge of board governance and procedures.

The successful candidate will have a recognized accounting degree, designation or other business management training; strong leadership and management skills; integrity and sound judgment; and effective communication and interpersonal skills. Knowledge of education finance and the Financial Reporting and Accounting in Manitoba (FRAME) will be an asset.

A complete job description is available on the School Division website kelseyschooldivision.ca under Policy CBAB.

The candidate shall have demonstrated strengths and experience in:

- accounting, fiscal and personnel management; internal control and audit functions
- union contract negotiations
- the preparation of financial statements and annual budgets
- knowledge of the Public Schools Act, the Municipal Act, the Freedom of Information and Protection of Privacy Act, the Public Interest Disclosure Act, and the Workplace Safety and Health Act.

The current salary range is negotiable with a comprehensive benefits package. The start date may be mutually agreed upon.

Please email resume, cover letter and three references (in PDF format as one document) to STapplication@ksd.mb.ca. This competition will remain open until a suitable candidate is found. Employment is conditional upon successful clearance by Criminal Records and Child Abuse Registry.

Thank you to all applicants for your interest. Applications received will be acknowledged and those selected for interviews will be contacted.