



BUFFALO TRAIL PUBLIC SCHOOLS

SECRETARY TREASURER SEARCH

Buffalo Trail Public Schools (BTPS) invites applications for the position of Secretary Treasurer. The preferred commencement date for this position will be March 15, 2021 or as mutually agreed.

At Buffalo Trail Public Schools, our mission is to maximize student learning, in a safe and caring environment, supported by a highly effective team. Our vision is to be dynamic leaders in empowering students to be caring, responsible, and contributing global citizens with a passion for learning.

Our values:

- Demonstrate integrity and transparency
- Encourage innovation and collaboration
- Embrace diversity and belonging
- Provide opportunity and choice
- Celebrate success and recognize excellence
- Take ownership and exhibit accountability

Buffalo Trail Public Schools is a rural jurisdiction in east central Alberta, serving approximately 4,000 K – 12 students. There are 28 schools of various configurations including 8 Hutterian colony schools, one outreach school and an online school. BTPS serves students in three larger centres (Provost, Wainwright and Vermilion), as well as the surrounding communities. The division covers approximately 14,250 square kilometers and has its central office in Wainwright.

The Buffalo Trail Public Schools Board of Trustees is comprised of nine elected trustees who help to shape our school communities by making sure public education is of the highest quality and meets local needs.

The Position

The Secretary Treasurer is the senior financial officer of the Board, as well as its Corporate Secretary. Additionally, the Secretary Treasurer maintains responsibility for finance, payroll and benefits, facilities, operation and maintenance, capital projects, transportation, records, and Freedom of Information and Protection of Privacy (FOIP), and business activities of the Division. Fostering positive, collaborative and effective working relationships with governments, other stakeholders and community organizations is expected in the position. The Secretary Treasurer reports directly to the Superintendent.

The Candidate

Buffalo Trail Public Schools is seeking an energetic, honest and progressive leader with a commitment to rural public education and to the Division's mission, values and priorities. This individual will have a strong work ethic, be committed to excellence and continuous improvement, be a contributing team player, and will ensure accountability of self and others.

The candidate will have demonstrated integrity, exemplary interpersonal, organizational, technological, communication, and conflict resolution skills and have the ability to proactively represent the Division. The selected candidate will have an accounting designation (CPA, CMA, CGA, CA), experience with financial systems and successful senior level financial management experience. Experience in rural education will be an asset.

More Information

For more information, please visit our website at: www.btps.ca

Applications

Please email a cover letter, résumé, most recent evaluation and a list of at least three recent references to:

Mrs. Michelle Webb
Deputy Superintendent of Schools
Buffalo Trail Public Schools
michelle.webb@btps.ca
P: 780.806.2062

Please reference "Secretary Treasurer Search" in the subject line of the email. While we appreciate the interest shown by all parties who submit a resume, only those selected for an interview will be contacted.