



**Evergreen**  
**School Division**

*CAREER OPPORTUNITY*  
**Secretary-Treasurer**

## **The Division**

Evergreen School Division is located in the Interlake region of Manitoba, bordering the shores of Lake Winnipeg from Chalet Beach north to Hecla Island. The Division office is located in Gimli, approximately 90 KM north of Winnipeg. The school community is culturally diverse and provides quality learning opportunities to students in eight schools located in four communities (Winnipeg Beach, Gimli, Arborg, and Riverton). The annual operating budget is \$21 M.

## **The Position**

The Board is seeking a Secretary-Treasurer who is an integral member of the senior management team, reporting to the Superintendent on all elements of the Division's financial and business administration. The Secretary-Treasurer is responsible for the development and implementation of procedures in the areas of finance, purchasing, payroll, transportation and facilities services and is also the corporate record holder of Board proceedings providing guidance and support for Board operations and governance.

## **The Candidate**

### **Preferred Qualifications and Experience:**

- A professional accounting designation – CPA (or legacy designation CA, CGA, or CMA);
- Demonstrated successful experience at the management level;
- Experience with provincial legislation and compliance requirements;
- Management experience in finance and business operations;
- Experience with support of board governance would be an asset;
- Experience in the areas of purchasing, operations, transportation and health and safety would be an asset.

The Division offers competitive salary and benefits including a professional development package. The preferred commencement for this position is late October 2018. For a complete job description visit [www.esd.ca](http://www.esd.ca) Employment and Human Resources/Professional Staff Postings.

## **Applications**

Please send a cover letter and resume by **June 29, 2018** to:  
**Secretary-Treasurer Search, C/O ROAR Leadership Consultants Inc.**  
**Email: [royseidler@roarleadership.com](mailto:royseidler@roarleadership.com)**

Clear criminal record and child abuse registry checks are required of all employees of the school division. We will confirm receipt of all applicants by email, however only those selected for follow-up will be contacted. We thank all applicants for their interest.