



Box 1206
344 - 2nd Street North
Beausejour, MB R0E 0C0
Ph 204.268.6500
Toll Free 866.444.5559

Divisional Posting #235
November 23, 2021

SECRETARY-TREASURER

WORK LOCATION: Sunrise Business Centre, 75-5th Street South, Beausejour, MB
*33 minute drive (48 km's from Lagimodiere Blvd & Perimeter) or
37 minute drive (52 km's from Dugald Road & Perimeter)*

CONTRACT: 1.0 f.t.e. (Permanent)

START DATE: March 21, 2022 or as soon as can be arranged

DESCRIPTION: Reporting to the Superintendent/CEO, the successful candidate will be part of the division's senior administrative team comprised of the Superintendent/CEO and the Assistant Superintendent of Learning & Student Support Services. The mandate is delivery of a quality education and a positive experience for all who engage with the division. To that end, the incumbent will be responsible for the effective leadership and management of each of the Division's operational departments within the organization. Sunrise School Division is located in close proximity to Winnipeg and consists of 23 distinct learning centers in the farmlands and cottage country of Eastern Manitoba. Sunrise is a great place to live and work.

The Secretary-Treasurer will be expected to plan, implement and monitor the financial practices of Sunrise School Division and to ensure effective financial control, timely and accurate financial records and reports, adherence to generally accepted accounting principles and Division policies and procedures. The Secretary-Treasurer will provide accurate and timely information and advice to the Board of Trustees as required under the Public School's Act.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Please refer to www.sunrisesd.ca Reference & Procedure Manual DAC for specific qualifications and duties of the Secretary-Treasurer:
(<https://22.files.edl.io/fb41/12/02/20/195536-d12744de-85c9-42d1-b305-6a3bbac009fa.pdf>)



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PREFERRED QUALIFICATIONS (Education and Experience)

- A university degree in business administration, commerce or related field with a recognized accounting designation (CPA) or equivalent education and experience
- A minimum of 4 to 7 years of experience in financial management at a senior level
- Experience supervising staff in unionized and non-unionized environments
- Experience leading contract negotiations for unionized groups of employees
- Has proven organizational and analytical skills
- Has strong communication and interpersonal skills
- Has a demonstrated ability to multitask and handle competing deadlines
- Familiarity with all applicable educational and financial legislation, policies and procedures would be an asset
- Knowledge of and/or experience with school division accounting (FRAME) would be an asset
- For more information, please contact Ms. Cathy Tymko, Superintendent/CEO at ctymko@sunrisesd.ca

Please forward a cover letter & resume including three references to:

Darlene Lamoureux, Human Resources Coordinator

Sunrise School Division

Box 1206, Beausejour, Manitoba

Email: dlamoureux@sunrisesd.ca

by noon **Friday, December 31, 2021**

**** Please indicate the posting number and your first and last name in the subject line (ie: 235: John Doe)**

**** As per provincial mandate, all public school employees must adhere to masking requirements, be COVID19 vaccinated or adhere to testing requirements.**

It is a requirement for all new employees to provide a current Criminal Record Check and agree to a Child Abuse Registry Check.
All applications are welcome, however only candidates selected for interviews will be contacted