

SECRETARY-TREASURER/CFO

Bulletin No. 22A-002

January 2022

River East Transcona School Division (RETSd) is the province's second largest school division, a division committed to providing educational opportunities to all students in a safe and secure environment. The division has an enrollment of over 16,700 students, approximately 3,000 employees, total of 49 schools and departments and a budget of approximately \$200 million.

The Opportunity

Reporting to the superintendent/CEO, the secretary-treasurer is the chief financial officer of the school division. The position is part of the division's senior administrative team comprised of the superintendent, four assistant superintendents, and the secretary-treasurer and performs secretary-treasurer functions for the board of trustees as stipulated in the Manitoba Public Schools Act.

This senior management position is responsible for the overall leadership and management of the financial, legal and business services for the division. Supervision, staff development, and administration in the areas of accounting, financial and educational records, purchasing, payroll, budgets, maintenance, transportation and any other areas of responsibility specifically assigned by the superintendent.

Detailed roles and responsibilities specific to this position can be found by contacting Nancy Robinson at nrobinson@retsd.mb.ca.

Attributes:

- Demonstrated leadership ability in finance and administration
- Demonstrated success working as a member of a collaborative team
- Ability to work effectively with trustees, divisional and school staff, parents, students and community members
- Possess excellent interpersonal, communication, project management, technology and problem-solving skills

Qualifications:

- A recognized professional accounting designation (CPA)
- Minimum ten (10) years of progressively responsible relevant leadership, management and business experience
- Experience in the public education sector and/or other public sectors
- Knowledge of the Public Schools Act and the Department of Central Services
- Experience with collective bargaining and labour relations

Anticipated start date: May 1, 2022 or as mutually agreed upon

External applicants must supply a Criminal Record Search and a cleared Child Abuse Registry check upon hire.

Applicants are requested to submit a cover letter and comprehensive resumé, including the names of three references, all of whom have knowledge of the applicant's performance in their current or recent assignment, by 4:00 p.m. on **January 25, 2022** to:

Mr. Kelly Barkman, Superintendent/CEO

River East Transcona School Division
589 Roch St.

Winnipeg MB R2K 2P7

Email: kbarkman@retsd.mb.ca

We wish to thank all applicants for your interest in this opportunity, however only those selected for an interview will be contacted.

RETSd employment opportunities are advertised on our website at www.retsd.mb.ca – Careers.

RETSd supports diversity in its teaching, learning and work environments. We aim to employ a workforce that is representative of the communities in which we work and serve.