



**PARK WEST SCHOOL DIVISION
JOB ADVERTISEMENT
POSITION: Secretary-Treasurer**

Park West School Division (PWSD) has an exciting opportunity for the position of Secretary-Treasurer (it's like a CFO position) commencing in early 2022. PWSD's mission is to provide innovative learning opportunities to our 2000 students, educators and staff in our 16 schools and to actively engage with our community partners. We serve three Indigenous communities including an extensive educational partnership with Waywayseecappo First Nation. We have an annual budget of \$29 million and staff complement of 370 staff making us one of the largest employers in the region.

Where are we?

PWSD is located in the rolling countryside of western Manitoba on Treaty 2 & Treaty 4 Lands and serves the geographical area of Russell, Rossburn, Shoal Lake, Hamiota, Inglis, Miniota, Strathclair, Waywayseecappo, with the PWSD Board office located in Birtle. The area has world-class connectivity through a regional fibre optics network.

Birtle is located 90 minutes from Brandon, 30 minutes from Russell, 30 minutes from the Saskatchewan border, 50 minutes from the Asessippi Ski area, and 75 minutes from spectacular Riding Mountain National Park. Yeah, it's a pretty awesome location!

What's the work?

Serving as part of PWSD's senior management team, this position works closely with the Superintendent/CEO, and the PWSD School Board in setting the financial direction of the Division. This position functions as a CFO and is responsible for all the financial matters of PWSD including financial reporting, creating the annual budget, overseeing major purchasing and facility upgrades, making recommendations for policy, and implementing financial directives from the Department of Education. In addition, it liaises with the Manitoba School Boards Association and the Manitoba Association of School Board Officials. This position also supervises PWSD's finance and payroll team.

What do you bring to the table?

If you have a CPA designation, or are working on attaining your designation, and have a desire to grow your career and develop your skills and competencies, this is the job for you. You are student and solution focussed and get excited about making new possibilities happen – that's an A+ in our view. A laser sharp attention to detail is pretty important too. You are a confident communicator and are proficient in financial/business reporting and communication platforms. You are someone who engages in team concepts and wishes to develop others as you develop. You learn from others and entertain and respect other perspectives. If you've worked with a Board before (or have always wanted to) that would be a great asset. Knowledge of payroll systems would be of great benefit as well.

What we offer:

This is a challenging and rewarding position which provides opportunities to grow and develop one's professional leadership skills and accounting skills in a dynamic environment. PWSD offers a great salary, excellent benefits including generous pension and vacation packages. Consideration may be given for hybrid in-office/remote work for the right candidate. So write a cover letter explaining how awesome you are and gather up your resume and send to: Stephen David, Superintendent/CEO at sdavid@pwsd.ca by 2:00pm (Central Standard Time) on November 19, 2021.