



Northern Gateway
Public Schools

SECRETARY-TREASURER SEARCH

Due to the retirement of the current Secretary-Treasurer after many years with the Division applications are invited for the position of Secretary-Treasurer for Northern Gateway Public Schools. Duties to commence August 1, 2018 or as mutually agreed.

The Division

Northern Gateway Public Schools is a dynamic, innovative school jurisdiction providing a breadth of programs from pre-school to grade 12 for over 4900 students at 18 schools, supported by approximately 290 teachers and 273 non-teaching staff.

Northern Gateway Public Schools spans nearly 375 kilometres from end to end and serves the communities of Alberta Beach, Onoway, Rich Valley, Darwell, Sangudo, Mayerthorpe, Whitecourt, Fox Creek, Valleyview, and 3 Hutterite colonies. The Division Office is located in the Town of Whitecourt, Alberta with a population of 10,000. The town provides a wide range of recreational activities and facilities for children and adults alike.

The Division's approved operating budget for 2017-2018 is approximately \$69 million.

The Region

The Division is located along the Highway 43 corridor. Economic activity within communities served by the jurisdiction is primarily agriculture, forestry and oil and gas. The region is an outdoor wonderland with miles of forested lands, raging and meandering rivers, and abundant wildlife.

The Position

The Secretary-Treasurer is the chief financial officer for the Division and reports to the Superintendent/CEO. The selected candidate will have an accounting designation and successful senior level financial management experience. The Secretary-Treasurer serves as the corporate secretary and has supervisory oversight for the areas of finance, transportation and facilities. In addition, the Secretary-Treasurer is responsible for facilitating the planning and execution of all modernization and new construction projects.

The Candidate

Our Division is seeking a highly competent administrator with exemplary interpersonal and presentation skills, with the ability to maximize the Division's technology tools and financial management software to facilitate effective decision making.

A competitive compensation package is provided.

More Information

For more information, including a complete role description, visit our Division web site at: <http://www.ngps.ca>.

Information about the Town of Whitecourt can be found at: <http://www.whitecourt.ca>.

Applications

This competition will remain open until a suitable candidate is found. However, applications received by **June 8, 2018** will be assured of careful consideration. Email applications, including a cover letter, resume, and a list of at least three professional references together with complete phone contact information (home, work and mobile phone numbers) in a single pdf file to:

Leroy Sloan, PhD

Sloan Consultants Ltd.

Email: leroyocl@telus.net

Office: 780-293-1006

We appreciate all applications, but only those shortlisted will be contacted.