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OPPORTUNITY PROFILE ASSISTANT SECRETARY TREASURER



**Chilliwack
School District**

the right people

CHILLIWACK SCHOOL DISTRICT | ASSISTANT SECRETARY TREASURER

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THE ORGANIZATION

CHILLIWACK SCHOOL DISTRICT

The Chilliwack School District (“Chilliwack SD” or “District”) is one of BC’s fastest growing and student-focused public education organizations, serving more than 15,000 students across a growing network of elementary, middle, and secondary schools. Supported by over 2,500 dedicated employees, the District is committed to ensuring every learner has the opportunity to thrive in an inclusive, innovative, and caring educational environment.

Chilliwack SD is guided by a commitment to educational excellence, responsible stewardship of public resources, and meaningful partnerships with students, families, Indigenous communities, employees, and the broader community. Through thoughtful planning and sound financial management, the District continues to support student success while responding to the opportunities and challenges of a rapidly growing region.

Further information, please see Chilliwack School District’s [website](#).

THE OPPORTUNITY

ASSISTANT SECRETARY TREASURER

The Assistant Secretary Treasurer (AST) reports to the Secretary Treasurer (ST), has a functional reporting relationship with the Superintendent of Schools, and is a senior leader within the District. Major responsibilities include day-to-day direction and supervision of finance including accounting and auditing, financial management, payroll, procurement, and treasury; as well as budgeting, analysis, reporting, and assisting on financial matters.

The AST collaborates with and assists the senior management team, directors, managers, principals and supervisors in implementing and understanding the District's financial and accounting framework and alignment with the strategic plan. The AST is responsible for managing the organization's financial work in accordance with regulatory requirements, professional standards, and Board policy.



Specific Responsibilities

Leadership

- An open and collaborative team leader who can recruit, develop, mentor, and motivate a team, creating a strong, positive, and open culture within their department;
- Effective delegator who sets high standards and holds people accountable;
- Empathetic, sensitive to others, consistent in approach identifies and supports staff and personal development needs. Has demonstrated a high level of cultural sensitivity and has built respectful relationships with a diverse group of partners and individuals;
- Leads the Finance department by establishing departmental goals, developing implementation plans, and evaluating results;
- Manages the Finance team including recruitment, selection, development, performance management, and labour relations; and
- Provides leadership and oversight to payroll operations, ensuring accurate, timely, and compliant payroll processing in a complex, unionized environment. Supports the Payroll Manager in maintaining strong controls, continuous improvement, and effective service delivery to employees across the district.



Stewardship

- Establishes and maintains financial systems, procedures, controls, and best practices. Ensures compliance and identifies and implements opportunities for improvement;
- Manages the design of accounting systems, processes, and reports for schools and departments, and oversees related education and support. Coordinates and conducts audits and addresses outcomes; and
- Leads optimization, enhancement, and effective utilization of the district's ERP system, including collaboration on configuration, reporting design, and process improvement; collaborates with IT and HR to identify and implement system and process improvements.

Budget and Analysis

- In consultation with the ST, the AST leads the annual budget process;
- Prepares the district annual and amended annual budgets. This entails preparing necessary reports, developing spreadsheets, and drafting bylaws and reports as required by the Province;
- Analyzes financial information and presents reports to support strategic decision-making; and
- Enhances the quality and depth of financial analysis by developing improved forecasting models, scenario analysis, and data-driven insights to support strategic and operational decision-making.

Financial Reporting

- Directs the preparation of financial reports, analyzes results, investigates variances, and identifies issues and opportunities for improvement;
- Leads the development of regularized financial reporting and KPI frameworks that go beyond compliance reporting to provide actionable insights, support variance analysis, and enable proactive decision-making across the district; and
- Prepares and submit financial reports required by the Province and supports the annual external audit.

Regulatory

- Supports the ST in treasury and risk management activities and stakeholder communication;
- Ensures all accounting procedures are in accordance with the requirements of the Ministry, Board, and other regulatory and professional requirements and standards.



Administration

- Prepare correspondence, agendas, minutes, reports, bylaws, motions, contracts, etc., as requested;
- Assist in the administration of all collective agreements and employment contracts; provide information and advice thereon; and
- Interpret and apply current policies and regulations of the Board; update and provide recommendations on financial related policies; and maintain the financial procedures and regulations.

Internal Relationships

- Department leaders, School leaders, Executive Leadership, Board members, Board Executive Assistant, Union leadership, PAC and DPAC.

External Relationships

- Liaises with Ministry of Education and Childcare, CRA, Other Provincial Ministries and Federal Bodies, Other School Districts, membership organizations (BCPSEA, Focused Education Resources, BCSTA, BC ASBO), City of Chilliwack, Fraser Valley Regional District, Community Members and Vendors as needed.

Reporting Relationships

- Reports to: Secretary Treasurer;
- Dotted line report to: Superintendent;
- Direct reports: Manager of Finance, Manager of Budget & Analysis, Financial Services Coordinator, Payroll Manager; and
- Dotted line reports: Executive Assistant – Secretary Treasurer, Business Managers.

THE PERSON

The Assistant Secretary Treasurer is a collaborative and strategic financial executive who combines exceptional technical expertise with strong interpersonal and leadership skills. They are recognized for their integrity, sound judgment, and commitment to public accountability, and bring the ability to communicate complex financial information clearly to diverse audiences.

The AST is an engaging leader who builds trust across the organization, develops high-performing teams, and thrives in collaborative environments. They possess the confidence to advise senior leadership and elected officials while remaining approachable, responsive, and solutions-oriented. The successful candidate is committed to continuous improvement, embraces innovation, and understands the important role that sound financial leadership plays in supporting educational excellence and student success.



Qualifications

- A university degree in a relevant discipline combined with a professional accounting designation (CPA);
- Seven+ years of progressive financial responsibility in a leadership capacity;
- Demonstrated track record of success in financial management roles in public sector organizations or other complex, multi-stakeholder organizations, working with unionized employees;



- Thorough knowledge of public sector accounting, relevant legislation, principles, and practices;
- Strong planning and project management skills;
- Strong organizational skills with the ability to work under pressure and manage competing priorities;
- Ability to communicate effectively including the ability to speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques;
- Ability to assess situations to determine the importance, urgency and risks, and make clear decisions that are timely and in the best interests of the organization;
- Ability to set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities;
- Ability to determine strategies to move the organization forward, set goals, create and implement action plans, and evaluate the process and results;
- Strong leadership skills with the ability to delegate, motivate, and manage employees in a unionized environment;
- Ability to establish and maintain constructive relationships with a wide variety of stakeholders;
- Self-motivated with the willingness and ability to take independent action and accountability;
- Strong technical and computer/information technology skills; and
- Experience with ERP implementation or major upgrades is considered an asset.



Competencies and Personal Characteristics

Strong Financial Acumen: Understands the government's fiscal framework and budgeting process for school districts; strong sense of accountability for the effective utilization of the resources of the school district; able to align financial planning with identified priorities; able to provide progressive financial planning advice to senior management and the Board.

Strategic & Innovative Thinker: Strong planning skills; develops plans in support of organizational strategic direction. Demonstrates an understanding of the link between one's job responsibilities and overall organizational goals and needs. Develops new insights into situations; questions conventional approaches; encourages new ideas; designs and implements new or cutting-edge programs/ processes. Successful in managing change in a complex organization.

Analytical & Data-Informed Decision Maker: Uses data, financial analysis, and organizational information to identify trends, assess risks and opportunities, and support sound decision-making. Demonstrates curiosity and critical thinking, translating complex information into meaningful insights that inform planning, resource allocation, and continuous improvement.

Superior Relationship Skills: A people person who will be visible across the organization and in the community. Treats colleagues and stakeholders with respect; resolves conflicts in a timely manner, negotiates effectively, and provides effective feedback to colleagues/employees. Demonstrated commitment to consultation and is effective at consulting with internal and external parties regarding needs and expectations. Committed to building positive, collaborative relations.

Communication & Interpersonal: An open and direct communicator with excellent writing and presentation skills. A highly effective listener. Able to communicate effectively with diverse audiences in an open and direct manner. Comfortable operating in a highly visible role. Excellent interpersonal skills, accessible and approachable. Willing to listen to the ideas of others and actively seek out opportunities to learn from others.

Politically Astute: Ideally, understands the political dynamics of elected boards of education, local and provincial government. Possesses the ability to build consensus in a large and complex organization with many internal and external stakeholders.

Personal Characteristics: Passionate about education. Patient and persistent while advancing initiatives and achieving results. A reputation for integrity, openness and transparency; authentic and well-grounded. Demonstrates a personal values system that is aligned with the vision, mission, and values of the District.



COMPENSATION

A competitive compensation package will be provided including an attractive base salary and excellent benefits. Further details will be discussed in a personal interview. The salary range is \$154,963 - \$172,181 .

FOR INFORMATION PLEASE CONTACT:

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