



### **Secretary-Treasurer Position**

[Calgary Girls Charter School \(CGCS\)](#) is currently seeking qualified applicants for the position of Secretary-Treasurer. This is a .8 FTE position, typically Monday to Thursday. The Secretary-Treasurer is an integral member of the senior executive team, responsible for the administration and integrity of the financial, business, technology, facilities and transportation activities of CGCS as well as being the corporate secretary to the Board of Directors. This position is due to the retirement of the incumbent, with a start date of April 1, 2022.

The Calgary Girls Charter School, one of Alberta's unique public charter schools, serves approximately 525 students in grades four to nine on two campuses in SW Calgary. Our charter goals include high academic achievement, personal empowerment and success for all students. As a school of choice, Calgary Girls Charter School emphasizes a collaborative teaching and learning environment. The school partners with parents to raise girls who challenge gender role stereotypes, value self and others, consider issues of equality and justice, and contribute to the well-being of a safe, caring and welcoming environment.

### **Responsibilities:**

The responsibilities of the position include (but are not exclusive to) the following:

- As a member of the senior executive team, oversee the development and implementation of the strategic plan;
- Overall financial leadership and management of CGCS, including the planning and budget processes (capital and operational), forecasting and accounting for all revenues and expenditures including school-generated funds, accessing all funding sources, preparation and reporting of the Audited Financial Statements, oversight of business and finance administrative procedures, financial reporting to Alberta Education and quarterly financial reporting to the superintendent and Board of Directors;
- Provide fiscal assurance to the Calgary Girls School Society membership;
- Annual reporting to the CRA, WCB and other mandatory reporting entities;
- Payroll and benefits oversight, including the preparation and payment of employee salaries and wages, and administration of employee benefits' programs;
- Contracts and agreements, including transportation and technology, lease agreements and service contracts;
- Insurance coverage, including provision of property, liability and special events;
- Investment of CGS funds to maximize return;
- Oversight of financial controls and procedures such as proper delegation of signing authorities, the establishment and monitoring of assigned spending limits, etc, in compliance with regulatory and financial reporting requirements;
- Perform other responsibilities as assigned by the CEO/Superintendent, or duties of the Calgary Girls School Society Treasurer, as delegated through the office of the CEO/Superintendent.

### **Qualifications:**

The ideal candidate possesses:

- Undergraduate degree in business administration/management, commerce or a related field
- A professional accounting designation (CPA) or strong equivalency of experience and education (required)
- Minimum five years in an accounting or finance position (required)
- Minimum five years progressive management experience in business operations (preferred)
- Extensive experience and understanding with relevant software and financial systems (i.e. Word/Excel/PowerPoint, Edsembli, ADP)
- Knowledge, experience, and skills to support the Board's governance functions and legal matters
- Exceptional communication and interpersonal skills



- Exemplary integrity, and values, sharing information and common goals in an open, honest and transparent manner
- Strong creativity, flexibility and problem-solving skills
- Strong organization skills and a record of completing a variety of diverse projects on schedule
- Ability to work collaboratively with a variety of groups and teams
- Ability to think strategically
- Ability to work independently with strong motivation and self-starter approach
- Experience in educational finance would be an asset

### **Applications**

Applicants must provide:

- Cover Letter
- Resume
- Names of three references, two of which must be current or recent supervisors
- Current Police Record and Vulnerable Sector Check (if successful candidate)

Interested applicants are asked to submit their cover letter, resume and references via email to the Superintendent at [pamela.davidson@mycgcs.ca](mailto:pamela.davidson@mycgcs.ca) with "Secretary-Treasurer" in the subject line. Posting closes at 4:00pm on **February 11, 2022**.

***While we appreciate all applications received, only people selected for an interview will be contacted.***