



Turtle Mountain School Division

435 Williams Avenue Box 280

Killarney, MB R0K 1G0

Phone: 204.523.7531

Fax: 204.523.7269

Turtle Mountain School Division invites applications for an exciting opportunity for the position of Chief Financial Officer, which we call Secretary-Treasurer. This position will commence on December 2, 2024.

In Turtle Mountain School Division, the students are the focus of all our efforts. The Division strives to provide an education that prepares individuals for a meaningful life in a changing world. We promote a learning environment that begins in the home, continues in the school, and is supported by the community.

We serve the communities of Killarney, Boissevain, Minto, as well as provide education services to the students in four Hutterite colonies and are located in Southwestern Manitoba. The Division Board Office is located in Killarney. Killarney and Boissevain each have a K-12 school, while Minto School is K-8 with students then transitioning to Boissevain for their high school programming. The four colonies each have K-12 schools. We also work closely with the Turtle Mountain Adult Education Centre, which operates out of two sites in both Killarney and Boissevain.

Turtle Mountain School Division's Senior Administration team consists of a Superintendent/CEO, an Assistant Superintendent of Student Services, a Supervisor of Transportation and Maintenance, as well as a Secretary-Treasurer.

Key responsibilities include:

- Reporting to the CEO/Superintendent and serving as part of the senior management team, this position works closely with the Board of Trustees in setting the financial direction of the Division.
- Responsibility for all the financial matters of the division including financial reporting, creating the budget, overseeing major purchasing and facility upgrades, making recommendations for policy, and implementing financial directives from the Department of Education.
- Supervising the financial and payroll team.
- Integrating the budget process with the overall business plan and providing overall guidance and direction in the development and application of organizationally aligned financial strategies.
- Appraising the division's financial position and issues periodic financial and operating reports to the Board of Trustees which includes attending Board meetings and making presentations of financial operations, activities and other areas of interest to the Board, senior leadership team, and department heads.
- Establishing, monitoring and auditing controls and procedures to maintain the integrity of information systems and financial reporting.
- Overseeing enterprise risk management which includes privacy, compliance, and business continuity.
- Managing all property records, insurance, and liability coverages, as well as vendor relationships, service contracts and partner agreements.

The ideal candidate will bring:

- A CPA designation or working on attaining your designation.
- Previous experience, preferably at a leadership level within the greater public sector.
- A dedication to students and working towards new opportunities or finding solutions.
- An attention to detail.
- Confident communication skills and a proficiency in financial/business reporting and communication platforms.
- A team player attitude, focusing on developing others while also developing themselves.
- An open, approachable demeanor, willing to learn from others and respecting all perspectives.
- Experience working with a Board or at least the desire to.
- Knowledge of payroll systems.

This position presents a stimulating opportunity for professional growth and development in a financial leadership role. Turtle Mountain School Division offers a competitive compensation package that includes pension plan, vacation, and benefits.

This position will remain open until filled, however candidates interested in this leadership opportunity who submit a resume and cover letter no later than 4:00 p.m. on Friday, July 12, 2024, will be given close consideration.

Grant Wiesner
Superintendent/CEO
Turtle Mountain School Division
Box 280 Killarney, MB R0K 1G0
Telephone: (204) 523-7531 Fax: (204) 523-7269

If you wish to apply please do so electronically through Turtle Mountain School Division's [Job Connect](#).

Only those candidates selected for an interview will be contacted.

Turtle Mountain School Division has an Accessibility plan and Employment Equity policy, which strives toward a fair representation of Women, Indigenous peoples, persons living with disabilities, and minorities at all levels within the organization.