

**PARK WEST SCHOOL DIVISION**  
**JOB ADVERTISEMENT**  
**POSITION: Chief Financial Officer (Secretary-Treasurer)**

The Park West School Division (PWSD) has an exciting opportunity for the position of Chief Financial Officer, which we call Secretary-Treasurer, commencing February 1, 2025, or sooner if mutually agreeable. PWSD's mission is to provide innovative learning opportunities to its 2150 students in 16 schools. We do this through engaging educators, staff, and community partners to create a positive working and learning environment. We serve four Indigenous communities including an extensive educational partnership with Waywayseecappo First Nations. We have a budget of approximately \$30 million and complement of 370 staff making us one of the largest employers in the region.

PWSD is located in a 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, and Waywayseecappo, with the PWSD office located in Birtle. Birtle is an easy 30-minute commute from Russell or the Saskatchewan border. On the weekends enjoy a 45-minute drive to the Asessippi Ski area, 75 minutes to Riding Mountain National Park or 90 minutes to Brandon.

**Key responsibilities include:**

- Reporting to the CEO/Superintendent and serving as part of PWSD's 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 PWSD 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 PWSD's financial and payroll group.
- 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 is an exciting opportunity to grow and develop in a financial leadership role. PWSD offers a great salary and excellent benefits including generous pension and vacation packages. Preference may be given to candidates willing to relocate to the area.

Submit a cover letter and resume with references to: Stephen David, CEO/ Superintendent at [sdavid@pwsd.ca](mailto:sdavid@pwsd.ca) by noon on November 28, 2024.