

# SECRETARY TREASURER

## STZ'UMINUS EDUCATION SOCIETY

LADYSMITH, BC

snuwuyulh  
(sacred teachings)



natsamaat  
(together as one)



tsi'tsu watul  
(helping each other)



nu stli'ch  
(love)



Stz'uminus Education Society (SES) is seeking a Secretary Treasurer to guide our non-profit First Nation education authority as an integral member of our leadership team

### THE OPPORTUNITY

- Support our business operations in a full-scope, hands-on role assisting our Superintendent to identify, develop & implement policies & procedures
- Prepare reports, financial statements and proposals for our Board of Directors
- Provide skill & capacity-building development guidance to our Finance Clerk and administrative support staff as a collaborative and supportive direct supervisor
- Guide and advise our department managers to build their financial acumen and operational leadership skills
- Organize, execute, monitor, and evaluate our finance operations & related controls
- Review data to advise and collaborate with Leadership on strategic and operational initiatives and opportunities
- Develop expanded financial systems and business procedures with a continuous improvement approach to our policies, processes and internal controls
- Review & reconcile department budgets, internal and funding agreements
- Prepare monthly and annual financial statements for leadership, Board of Director and partner agency purposes
- Prepare, present & advise regarding periodic budgets, including primary responsibility for our annual budget processes
- Manage and sign off on reconciliations including financial statements, funding partner reports, banking & investment accounts etc.
- Manage organizational cash flow
- Facilitate our annual external audit and partner-agency reviews of financial matters
- Collaborate with HR in administration of payroll, pension & benefit programs
- Earn an attractive compensation package including a competitive salary, extended health & insurance plan, contribution-matched pension plan and excellent holistic wellness programs to support you both professionally & personally

To explore how we might work together, please send your application via [careers@stzuminus.com](mailto:careers@stzuminus.com) by 4:00pm on February 18, 2024.



**STZ'UMINUS  
EDUCATION**  
SOCIETY

### WHAT YOU BRING

- Bachelor's degree in accounting, finance, or business administration
- Certified Professional Accounting (CPA) designation; Certified Aboriginal Finance Manager Designation (CAFM) an asset
- Expertise in finance & business administration software; experience with our platform, Adagio, is an asset
- Experience in all related areas of accounting, including budgeting, forecasting, financial management and financial reporting
- 2+ years' experience in a relevant leadership position with demonstrated success in progressive leadership responsibilities
- Proximity to and understanding of First Nations' financial and administrative context, ideally including education operations, is a distinct advantage
- Digital fluency to transition to and manage a paperless Finance Department, including advanced knowledge of Microsoft Excel and current business software such as Office 365 with Teams, Sharepoint, Forms etc.
- Innovation and creativity to develop a strategically aligned, sustainable Finance Department and organization-wide operations
- Strong commitment to collaborative, respectful, relationship-first leadership
- Integrity in communication with a dedication to respectful, trauma-aware, culturally competent interactions with everyone in the SES Community
- You are dedicated to incorporating our indigenous Coast Salish culture, Hul'q'umi'num language & Stz'uminus ways of knowing in your professional practices & personal learning journey
- You are eligible for clearance of a Criminal Record Check for working with children and vulnerable persons

We proudly offer learning opportunities for all ages, from infancy through to elder years in our dynamic and integrated programs:

Nutsuamat Lelum Child Care Centre  
Infant-School Age

Stz'uminus Primary School  
Jr. Kindergarten-Grade 4

Stz'uminus Community School  
Grades 5-12

Hul'q'umi'num Language Classes  
Preschool-Elder Years

Post-Secondary & Continuing  
Education - All Ages

Career Planning & Job Readiness

Get to know SES & explore all we offer at [www.stzuminus.education/careers](http://www.stzuminus.education/careers)