



BUFFALO TRAIL PUBLIC SCHOOLS

SECRETARY TREASURER SEARCH

Buffalo Trail Public Schools (BTPS) is inviting applications for the position of **Secretary Treasurer**. Reporting directly to the Superintendent of Schools, this executive leadership role is integral to the Division's Senior Leadership Team and plays a critical role in ensuring the effective operation and long-term fiscal sustainability of the Division.

About the Division

Buffalo Trail Public Schools serves students across East-Central Alberta with a focus on student achievement, wellness, and leadership development. BTPS is committed to **maximizing student learning in a safe and caring environment, supported by a highly effective team**. The division operates **27 schools** across a diverse rural geography and is governed by a committed Board of Trustees.

About the Role

Guided by the Division's mission, vision, and values, the Secretary Treasurer will:

- Serve as the senior financial officer and Corporate Secretary to the Board of Trustees
- Provide leadership in financial planning, budgeting, accounting, and auditing
- Oversee accounting and payroll and benefits staff, risk management, records, FOIP compliance, insurance, and contract management
- Provide strategic oversight for facilities, capital planning, and transportation services
- Ensure Division compliance with provincial legislation and Alberta Education regulations
- Contribute to the development and implementation of the Division's Education Plan
- Support Board governance, including elections and policy development
- Foster effective, service-oriented relationships with internal and external stakeholders

The ideal candidate will hold a CPA designation or consideration with a CSBO designation. Have experience in operations, including facilities, transportation, capital planning, and corporate services. Exhibit leadership, problem-solving, organizational skills, communication skills, strong understanding of legislation related to education, FOIP, OH&S, and financial accountability. Committed to rural public education, collaborative decision-making, and continuous improvement.

More Information

For more information, to review our Mission, Vision and Values and more about the school division, please visit our website at: www.btps.ca

Open until a suitable candidate is found. Resume review starting Friday June 6th.

Anticipated Start Date: July 28, 2025, or as mutually agreed upon with the successful candidate.

Applications

Please email a cover letter, résumé, most recent evaluation and a list of at least three recent references to:

Mrs. Camille Quinton
Assistant Superintendent Human Resources
Buffalo Trail Public Schools
camille.quinton@btps.ca
P: 403.878.2568

Please reference "Secretary Treasurer Applicant" in the subject line of the email. While we appreciate the interest shown by all parties who submit a resume, only those selected for an interview will be contacted.