

New Horizons Charter School invites applications for the position of

Secretary-Treasurer

Due to the retirement of the current Secretary-Treasurer, applications are invited for the position of Secretary-Treasurer for New Horizons School, located in Sherwood Park, Alberta. This is a full-time position of employment, with duties to commence on a mutually agreeable date between December 1, 2018 and January 1, 2019.

The School

New Horizons School is a rapidly-growing public charter school, enrolling approximately 350 students in grades K-9 and focusing on the needs of intellectually-gifted learners. Operated by the New Horizons Charter School, the school's budget for 2018-19 is approximately \$3.5 million. The school employs a staff of thirty, comprised of teachers and support staff members; various services are also provided by several contracted service providers.

Please visit <https://www.newhorizons.ca/> for more information about our school and <https://www.youtube.com/watch?v=GQjkcJ2CuZs> or <https://education.alberta.ca/charter-schools/about-alberta-charter-schools/?searchMode=3> to learn more about Alberta's public charter schools.

The Position

Reporting to the Superintendent of Schools, the Secretary-Treasurer has supervisory oversight for the areas of finance, facilities, and transportation, as well as for payroll and the employee benefits program. In addition, the Secretary-Treasurer serves as Corporate Secretary for the Board. For a more complete list of responsibilities, visit New Horizons Board Policy #305 (Role of Secretary Treasurer), found online at <https://www.newhorizons.ca/wp-content/uploads/2018/09/NHS-Policy-Manual-with-draft-305.pdf>.

A competitive compensation package is provided.

The Candidate

The Society is seeking a highly competent administrator who is passionate about learning, works well in a team setting, is committed to providing excellent client service, and possesses exemplary skills in leadership and communication. The successful candidate will also possess the ability to maximize technology and financial management software to facilitate effective decision making. Preference will be given to candidates who have an accounting designation and successful senior level financial management experience, ideally in a school setting. Equivalencies will be considered.

Applications

This competition will remain open until a suitable candidate is found. However, applications received by 12:00 noon MDT on October 10, 2018 will be assured of careful consideration. Email applications, including a cover letter, resumé, and a list of at least three professional references together with complete phone contact information (home, work and mobile phone numbers) in a single pdf file to:

Don Falk,
Superintendent, New Horizons School
Email: dfalk@newhorizons.ca
Office: 780-416-2353

A current criminal record check and child intervention record check is required of all new employees.

We thank all applicants for their interest but advise that only those selected for an interview will be contacted.