



Our District & Region:

Cariboo-Chilcotin School District is located in the Central Interior of British Columbia and includes the communities of 100 Mile House, Dog Creek, Horsefly, Likely, Alexis Creek, Tatla Lake, Anahim Lake and Nemiah Valley. The School District is in a vast, spectacular geographic region of the province and is on the traditional and unceded territories of the Secwepemc, Tsilhqot'in, and Dakelh First Nations.

The main centers of Williams Lake and 100 Mile are centrally located with easy access to the larger centers of Prince George, Kamloops, Kelowna, Vancouver and Whistler. Real estate remains affordable across the region and offers a wide range of lifestyle opportunities. Salaries are highly competitive.

The School District has a student population of approximately 4,600 students within 22 school and an annual budget of \$65 million dollars.

The Position:

The Cariboo-Chilcotin School District is seeking applications for the excluded permanent position of Secretary-Treasurer. We have a strong leadership team and have been growing a collaborative culture, focused on improving teaching and learning. We look forward to adding a proven business leader to our team in this challenging and critical role effective April 1, 2026, or a mutually agreeable date.

Key Job Responsibilities:

- Responsible for all aspects of the district's financial matters, ensuring that the Board's financial plans remain compliant with the School Act.
- Responsible for the legal and business activities of the district.
- Responsible for oversight of facilities and transportation.
- Responsible for labour oversight, specifically support staff.
- Provide guidance and support for board operations and governance.
- Responsible for the development of policy and procedures for all areas of the district.

The Ideal Candidate:

We are seeking a collaborative and strategic leader who demonstrates sound judgement, integrity and communication skills. The ideal candidate will bring proven experience in financial stewardship, governance and operational leadership, and will be able to thrive in complex environments. The ideal candidate will have the skills to build positive relationships with staff and stakeholders and will have a positive solution-focused approach to address challenges.

Required Education and Experience:

- Significant track record of successful experience in a senior financial role in the public sector; experience in the education sector is preferred.
- Demonstrated and sustained success in leading and supervising staff in a unionized environment.
- Chartered Professional Accountant (CPA) designation in good standing; a related degree may be considered in supported by recent and relevant experience.
- Effective experience working with an elected Board.
- Strong background in public sector accounting standards, budgeting, financial reporting, auditing, and internal controls
- Experience managing risk, legal, labour and insurance matters

Compensation:

The compensation package will be commensurate with the qualifications and experience of the successful candidate. The salary range for the position is \$192,805 to \$207,318 and a competitive benefits package and paid time off. Further details will be provided through the recruitment and selection process.

To Apply:

Applicants are invited to submit their curriculum vitae/resume along with a supporting cover letter and three (3) professional references from current/previous direct supervisors via Make a Future at <https://buff.ly/jsP82tT> or directly to Taryn Aumond, Director of Human Resources via email to taryn.aumond@sd27.bc.ca.

For further information contact Cheryl Lenardon, Superintendent of Schools at: cheryl.lenardon@sd27.bc.ca or 250-398-3800.

Applications will be accepted until 12:00 pm on **Monday, January 26, 2026**. Interviews will be scheduled from February 10 – 13 in Williams Lake, BC. The successful applicant will be required to complete a Criminal Record Search pursuant to BC's *Criminal Records Review Act* which will be subject to review by CCSD.

We thank all applicants for their interest; however, only short-listed candidates will be contacted.