



SCHOOL DISTRICT NO. 22 (VERNON)

Dream. Believe. Achieve.

Assistant Secretary Treasurer (Exempt – Full-Time)

Located on the ancestral, unceded territory of the syilx nation, in the heart of the beautiful North Okanagan, School District No. 22 (Vernon) provides quality educational programs and a safe learning environment for the over 9,200 diverse students within its 19 schools. Our team consists of 600 teachers, 420 support staff, and 60 management staff, all working together towards the success of our students.

We have an opening for the full-time – exempt position of Assistant Secretary Treasurer. Reporting to the Secretary Treasurer, the Assistant Secretary Treasurer is a member of the senior management team and is responsible for the maintenance of the district's annual budget, internal and external financial reporting and for providing direction and controls to the finance, payroll and purchasing functions. The scope of the role is similar to that of a Director of Finance.

The Assistant Secretary Treasurer supports the School District's mission in inspiring and nurturing students to thrive in their learning, relationships and community. They place a strong emphasis on building a cohesive team by prioritising trust, collaboration and open communication.

The successful candidate will have a CPA designation, progressive experience in accounting or finance, demonstrated ability to research, analyze and report complex financial information to support financial decision making and at least 5 years' successful supervisory experience. Experience working in a unionized environment is an asset.

The successful candidate will be a leader with strong interpersonal skills, able to collaborate and communicate technical information effectively. The candidate will also have strong IT literacy, with the demonstrated ability to learn how to use new software quickly and effectively

The Reward:

The successful candidate will receive:

- An annual salary of \$139,142 to \$154,602, depending on experience
- An outstanding health and dental benefits package
- A generous pension plan
- The opportunity to help shape the education, wellbeing, and future success of the children in our region

For the current job description and to learn more about other SD No.22 job opportunities, please visit the [SD22 Website](#)

To apply, please visit the [Make a Future](#) website and submit your resume, cover letter and any corresponding information electronically to **Job Code 3952978 – Assistant Secretary Treasurer**.

Applications will be accepted until June 23, 2025, at 2:00 p.m. PST.

While all applicants will be considered, preference will be given to qualified applicants who self-declare Indigenous ancestry. We thank all applicants for their interest; however, only shortlisted candidates will be contacted.