



## **Connect Charter School invites applications for the position of Secretary-Treasurer**

Applications are invited for the position of Secretary-Treasurer (Chief Financial Officer) for Connect Charter School, located in Calgary, Alberta. This is a 0.9 Full Time Equivalent (FTE) position of employment, with duties to commence in mid-June, 2020.

### **The School**

Connect Charter School is a dynamic, innovative and publicly funded charter school settled in the beautiful community of Lakeview in South- West Calgary. The school enrolls 624 students in grades 4-9 and has an annual operating budget of approximately \$6.0 million. Connect Charter School employs 50 staff, comprised of teachers, support staff, administration.

Please visit <https://www.connectcharter.ca> for more information about our school and <https://www.youtube.com/watch?v=GQjkcJ2CuZs> or [https://www.alberta.ca/charter-schools.aspx?utm\\_source=redirector](https://www.alberta.ca/charter-schools.aspx?utm_source=redirector) 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, budgeting (capital and operational), payroll and employee benefits programs and transportation. In addition, the Secretary-Treasurer serves as Corporate Secretary for the Board. For a more complete list of responsibilities, visit Connect Charter School Policy 4.04 (Role of Secretary Treasurer), found online at <https://www.connectcharter.ca/policy/>

Salary range is between \$85,000-\$100,000 depending on education and experience. A health benefits package is also included.

### **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.

### **Applications**

This competition will remain open until a suitable candidate is found. However, applications will be reviewed beginning 4:30 pm MDT on March 27, 2020. Email applications, including a cover letter, resumé, and a list of at least three professional references (your most recent supervisor must be included) together with complete phone contact information (home, work and mobile phone numbers) in a single pdf file will be sent to:

Chris Gilmour  
Superintendent, Connect Charter School  
Email: [chris.g@connectcharter.ca](mailto:chris.g@connectcharter.ca)  
Office: 403-282-2890

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.