

Associate Superintendent Secretary Treasurer

Grande Prairie Public School District No. 2357 invites applications for the position of Associate Superintendent/Secretary Treasurer. Duties will commence April 16, 2012 or as mutually agreed.

The District provides comprehensive educational programs to over 7,200 students in 14 schools located in the community of Grande Prairie, 456 km northwest of Edmonton.

Reporting to the Superintendent of Schools, responsibilities will include serving as the District's chief financial officer and corporate secretary, providing leadership for the development of the annual budget and facilities master plan, supporting the operational side of the organization, developing contracts, agreements and partnerships. An accounting designation (Chartered Accountant, Certified General Accountant, or Certified Management Accountant) with relative experience in public sector administration would be an asset. A Bachelor's or Master's degree in business administration with specialization in accounting and financial management is desirable.

For more information: www.gppsd.ab.ca

The competition will remain open until a suitable candidate is found. Applications received prior to February 17, 2012 are assured careful consideration. Email a cover letter, curriculum vitae, most recent evaluation, and a list of five references to:

Mr. Jim Gibbons

Alberta School Boards Association

E: jgibbons@asba.ab.ca

P: 780-451-7117