

Valhalla Community School
Northern Alberta's First Rural Charter School
Valhalla Centre, AB

We are looking for a uniquely qualified individual for the part-time position of
Secretary Treasurer

Valhalla Community School is a publicly-funded community charter school operating under the direction of the Valhalla School Foundation. It offers an innovative program grounded in whole-group direct instruction, mandatory second language and student leadership development to approximately 100 students from grades K to 9.

In this position, the Secretary Treasurer will be responsible for participating in financial planning and accounting functions, some limited personnel functions and business administrative services, and providing the Superintendent and Board with fiscal management reports and accountability. The Secretary Treasurer is responsible to the Superintendent of Schools.

Responsibilities:

- Maintain proper and adequate records and books of account, as required by legislation and Board policy.
- Supervise the management of the financial affairs of the Foundation, including banking operations.
- Prepare all financial and statistical reports and statements for submission to Alberta Education in connection with grants and other revenues, including the annual Audited Financial Statements.
- Establish internal controls of all funds including school generated funds.
- Prepare expenditure reports comparing expenditure to allocated budget funds.
- Prepare and present regular financial reports to the Board.
- Develop budget guidelines, coordinate the preparation of the budget and assist the Board and the Superintendent in the review and interpretation of the budget.
- Complete Budget forms as required by Alberta Education.
- Assist the Transportation Department with administration duties, records and reporting.
- Administer the funds provided in the approved budget.
- Attend Board meetings as the recording secretary and liaise with the Board Secretary in the drafting and publication of meeting agendas and minutes.

Skills

- Accounting expertise, payroll, accounts, bookkeeping procedures.
- Well developed interpersonal skills, organization, written and public relations skills.
- Familiarity with Quick Books will be considered an asset.
- Preference will be given to candidates who have knowledge of not-for profit, government, and Alberta Education reporting requirements.

Education and Training

Preference will be given to candidates that have a degree in Accounting, Management or Commerce; completion of, or enrolment in, a recognized accounting designation (CA, CMA, CGA); a diploma or upgrading courses in these areas.

For more information contact John Picard, Superintendent
(picard.consult@gmail.com) or call 403-827-5040.

Applications including resume and cover letter may be submitted to the Superintendent.

This competition will remain open until a suitable candidate is found.