



Assistant Secretary Treasurer

CHILLIWACK SCHOOL DISTRICT

Chilliwack, BC

The Assistant Secretary Treasurer (AST) is a senior leader reporting directly to the Secretary Treasurer and working closely with the Superintendent and senior leadership team. This role provides strategic and operational leadership for the District's financial functions, overseeing accounting, budgeting, payroll, procurement, treasury, audit, and financial reporting.

Working closely with leaders, managers, principals, and staff, the AST ensures resources are allocated effectively and transparently to support educational and operational goals. They champion process improvements, embed Lean practices, and guide employees through change with clarity and respect. Acting as a trusted advisor and partner across the District, the AST also serves as backup to the Secretary Treasurer when required.

The ideal candidate is a collaborative and experienced financial leader with strong technical expertise and a people-centered approach. They bring a solid foundation in accounting, budgeting, internal controls, and reporting, with the ability to lead a full-scope finance, payroll, and procurement function in a public sector or similarly complex environment.

They have a record of building and leading high-performing teams through growth and change, strengthening systems, and improving efficiency and resilience. The successful candidate excels at building trust and relationships across diverse groups, including long-tenured staff, unions, school leaders, and external partners, while fostering understanding and accountability. They are also aligned with the District's values and motivated to contribute to its strategic goals and long-term success.

The targeted salary range for this position is \$151,183 to \$167,782 per year and includes eight weeks of vacation and participation in the Municipal Pension Plan.

If you're interested in a senior financial leadership role that makes a meaningful impact in public education, please visit our website and submit your application to **Allison Rzen** and **Suchin Pawa** at www.pfmsearch.com.

Chilliwack School District No. 33, located at the eastern end of the Fraser Valley within S'olh Temexw, the traditional territory of the Stó:l people, is one of a few growing school districts in the province. The District operates twenty elementary schools (kindergarten to grade 5), five middle schools (grades 6 to 8), and five secondary schools (grades 9–12), serving approximately 15,000 full- and part-time students and employing about 2,400 permanent and casual staff members.



**Chilliwack
School District**



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