



Assistant Secretary-Treasurer / Controller

Canadian Rockies Public Schools (CRPS) is now accepting applications for a Full-Time Assistant Secretary-Treasurer.

The Division

CRPS is located in the beautiful Bow Valley. CRPS serves the communities of the Kananaskis Improvement District, the Municipal District of Bighorn, Canmore, Banff, and Improvement District 9 including Lake Louise.

The division employs approximately 350 staff and serves approximately 2100 students in six regular schools, one alternative school, and one outdoor learning center. Our student population, in addition to Bow Valley residents, includes students from across the province, country and throughout the world.

The Position

Reporting to the Secretary-Treasurer/Associate Superintendent, and supported by strong finance, corporate, transportation and facilities teams, the Assistant Secretary-Treasurer is responsible for assisting the Secretary-Treasurer in the administration of the business affairs of the jurisdiction. As a key member of the senior leadership team, this role includes managing the day to day operations of the Division finance group, insurance, FOIP coordinator, and overseeing the transportation department.

CRPS seeks a strong leader and team builder who has the skills and professional experience to manage various departments and projects in a collaborative manner. A systems thinker and strong communicator, the candidate will support the work of the Superintendent and Board in all aspects of financial, corporate and legal transactions.

The successful candidate will be a Chartered Professional Accountant or be an undergraduate from a related undergraduate program (commerce, management) that is actively pursuing a professional accounting designation. Experience in school business administration would be an asset. They have experience partnering with executive staff resulting in the development and implementation of sound and creative financial management strategies while assisting the Superintendent and Board in achieving the Division's goals. They also have broad experience in areas that include finance, audit, budget, insurance, FOIP, and transportation.

A strong advocate for the needs of students and staff, the successful candidate will be able to build positive working relationships, support the jurisdiction's priorities and goals, demonstrate compassion, champion public education, work collaboratively with local and provincial partners, and maintain accountability for the work of the team. They balance attention to details along with an understanding of the big picture. The successful candidate has experience leveraging technology to enhance organizational effectiveness. The successful candidate will be a personable, approachable leader, who is a strong communicator with a good understanding and ability to lead initiatives in support of divisional goals.

Start Date: October 1, 2025 or as mutually agreed

Salary: Dependent upon qualification and experience

Closing date for applications: Until a suitable candidate has been found.

Applications

Please submit a cover letter, resume and a list of at least four recent professional references together with phone contact information and email addresses in a single pdf file to hr@crps.ca.

Attention: Mr. Christopher MacPhee,
Superintendent of Schools

No hard copies or faxes will be accepted. A Criminal Record Check/Vulnerable Sector Check (current within 3 months) will be required before the successful candidate may start in this position.

Canadian Rockies Public Schools thanks all applicants. Only those candidates selected for an interview will be contacted.