

Foothills School Division

Invite applications for:

Interim Director of Financial Services

Temporary, Full-time (One Year term)

The Foothills School Division (the Division) is seeking an Interim Director of Financial Services to provide temporary support in leading the Financial Services department to ensure the effectiveness of the Division's financial and accounting systems. As the Interim Director, you will work closely with the Superintendent of Corporate Services/Secretary Treasurer to facilitate your integration into the role. Education is at the center of our flourishing community where we value opportunities for growth and continued learning. We are committed to providing a clear pathway for those who excel in this role; the successful candidate may be considered for future positions that may arise.

Our Division & Communities

Foothills School Division (the Division) serves the learning needs of approximately 8000 students from preschool to grade 12. We operate 22 public schools, an online digital school, an alternative campus, and three colony schools. The Division Office is located in High River while schools are found in the towns of Okotoks, High River, and Diamond Valley, and the communities of Blackie, Cayley, Heritage Heights, Red Deer Lake, Longview, Millarville and Foothills County.

We honour the spirit, life, and lessons this land and its ancestors teach us. We acknowledge the traditional land and territories of the Siksika, Piikani, Kainai, Tsuut'ina, and Îyârhe Nakoda as well as the Foothills District and the Rocky View District within the Battle River Territory of the Otipemisiwak Métis Government of Alberta.

2024-2025 Budget Summary

This school year's budget was approved by the Board of Trustees (the Board) on May 29, 2024. The Board developed belief statements and set priorities, through our Education Plan, that guides the development of the 2024-2025 budget. Administration gathered information from schools, divisional leadership along with parents and staff (through the assurance and engagement process) in formulating how the budget helps to implement our five-year plan. [Click here](#) to view the 2024-2025 budget summary.

The Role & Qualifications

Under the direction and supervision of the Assistant Superintendent of Corporate Services/Secretary-Treasurer, the Director is responsible for supporting the Assistant Superintendent in financial and system leadership through:

- Planning, developing, reporting and monitoring the overall budget.
- Ensuring that the Division's accounting systems operate within professionally acceptable standards.

- Liaising with the division's external auditors in relation to the audited financial statement and other financial consulting services.
- Liaising with Alberta Education in matters related to the audited financial statement, budget reports and other required financial documentation.
- Providing schools, departments and Executive Team with timely and accurate data and analysis.
- Providing quality leadership consistent with the Division Leadership Quality Standards (Policy G 330).
- Providing leadership to the Financial Services Department to ensure quality financial and accounting practices.
- Establishing team goals, provides meaningful performance measures to evaluate progress, motivates and mentors staff.
- Facilitating the constructive resolution of conflict within the department and larger Foothill's leadership team to foster positive relations.
- Cultivating and modeling respect, professional learning and ethical leadership.

This position requires an accounting designation (CPA) plus at least five (5) years in directly related financial and auditing experience in a public or large financial organization. Experience working in the education sector is preferred.

To Apply

This competition will remain opened until filled. Please visit the Division's careers website to view the opportunity and submit your application at:
<https://www.foothillsschooldivision.ca/page/467/careers>

We appreciate and consider all applications, but only those applicants selected

for further consideration will be contacted.