



Rock Mountain Charter School Foundation

Position Title: Secretary-Treasurer

Location: Calgary, Alberta

Position Type: Minimum 0.5 FTE

Start Date: To be determined; preference for immediate availability

Application Deadline: Open until a suitable candidate is found

Salary: Commensurate with experience and Alberta Education guidelines

About Rocky Mountain Charter School (RMCS)

Rocky Mountain Charter School (RMCS) is a newly approved K–12 public charter school in Calgary. RMCS is guided by three educational pillars: **Health & Wellness**, **Sustainable Agriculture**, and **Global Technology**. We are committed to fostering innovative, real-world learning through STEAM-based programming and locally developed courses. The school is preparing to open in **September 2025**, pending final facility confirmation.

Position Summary

The Secretary-Treasurer is a key member of the school's senior leadership team and is responsible for financial oversight, regulatory compliance, risk management, and corporate governance. Reporting directly to the Board of Directors and working closely with the Superintendent, this role ensures the responsible and transparent management of public funds in alignment with Alberta Education's requirements for charter schools.

Key Responsibilities

- Manage all aspects of financial administration, including budgeting, forecasting, reporting, and year-end processes
- Prepare and present monthly financial reports to the Board of Directors and liaise with auditors, Alberta Education, and external funders
- Ensure full compliance with the Education Act, Funding Manual for School Authorities, and all financial reporting requirements
- Oversee payroll, procurement, contracts, and accounts payable/receivable processes
- Support school startup planning, including financial modeling and resource allocation
- Act as the Board Secretary, maintaining accurate records of Board meetings, motions, and corporate filings
- Advise the Board on governance policies, risk management, and regulatory obligations
- Support financial literacy, transparency, and stewardship across the organization

Minimum Qualifications (Required)

- Degree or diploma in accounting, business administration, or a related field
- Minimum 3 years of experience in financial management, preferably in the education or non-profit sector
- Proficiency with accounting software and Microsoft Excel
- Strong understanding of budgeting, financial reporting, and public accountability

Preferred Qualifications

- CPA designation or active pursuit of CPA is considered an asset
- Experience working with Alberta Education's financial frameworks and charter school operations
- Familiarity with public sector accounting standards (PSAS)
- Experience supporting boards, minute-taking, and records management

Key Competencies

- Strong analytical and organizational skills
- Excellent attention to detail and ability to meet deadlines
- High ethical standards and integrity in managing public funds
- Clear written and verbal communication skills
- Ability to work collaboratively with leadership, staff, and stakeholders

Application Process

Interested applicants should submit the following to info@rmcschoolfoundation.org:

- Cover Letter
- Resume/CV
- Names and contact information of three professional references

Subject Line: **Secretary-Treasurer Application – [Your Full Name]**

Only candidates selected for an interview will be contacted.