

## **DIRECTOR OF FINANCE & OPERATIONS**

Deer Lake School is a K-12 academy nestled in the heart of Burnaby, BC. We are committed to providing exceptional student-centred Christian education in a safe and caring family environment. We welcome students from all faiths and cultural backgrounds.

### **IDEAL CANDIDATE:**

The Director of Finance and Operations will oversee the financial health and operational structure of Deer Lake School. Working collaboratively with school leadership, this individual must relate well to all stakeholders, developing positive relationships with school staff, parents, and constituent churches. This position will oversee school finances, requiring fiscal responsibility and a balance of faith and trust in God's leading. Operationally, there will be oversight of the school facilities and all related contractors, as well as two rental properties owned by the school, requiring the fostering of positive relationships.

The Director of Finance and Operations oversees multiple staff reports including the senior accountant, junior accountant, office Manager, hot lunch coordinator, custodial, janitorial, and other employees as needed for the care and upkeep of facilities. They will manage all subcontractors and vendors, providing services for the school and rental properties, securing bids, and striking a balance between the best price and quality for work to be done.

The Director of Finance and Operations will be integral to leading a strong finance team and conveying the financial health, concerns, and future outcasts to the board every month. This individual must have a respectful and sincere relationship with parents and families, staff, and the school board, keeping open lines of communication with all stakeholders.

While a Senior Accountant is available for detailed accounting work, the Director of Finance and Operations must have a working knowledge of accounting principles, be able to effectively use accounting software, have a strong working knowledge of Excel, and prepare needed reports promptly for school leadership and board meetings. They will also lead the internal accounting team and finance sub-committee of the school board in building the annual budget.

### **JOB DESCRIPTION:**

- Work in a collaborative setting with school leadership
- Utilise accounting software and school management systems (ie. Sage 50 Premium, Blackbaud Raisers Edge)
- Lead development of annual budget and track budget status throughout the fiscal year.
- Develop a strong and effective team within the accounting department.
- Be an effective leader for all internal reports under finance and operations.
- Commit to developing people so they may grow professionally.
- Oversee two rental properties, communicating with tenants, and receiving lease payments.
- Receive any needed bids for work to be formed on school facilities or rental properties.
- Work with the school board finance committee to make wise financial decisions.
- Place relationships with all stakeholders at a premium, providing care and communication.
- Work with the General Conference auditing team, ensuring a successful auditing process annually and excellent outcomes from each audit.

- Streamline practices in accounting, payment systems, and other aspects of school finances
- Implement effective financial policies, ensuring compliance with all governing bodies.
- Supervise ordering of supplies as needed through delegation of responsibility.
- Work with school leadership to vision, plan, and budget for school success and growth, using trends and facts to project future progress.
- Lead responsibility for the school's financial resource management, facility and property management, financial health, and safety management.
- Carry out duties as designated by school leadership and the British Columbia Conference Treasury Department and/or Office of Education.

## **QUALIFICATIONS**

### **Must Have:**

- Undergraduate degree in business or finance, or another relevant field.
- Previous work as a senior leader in the area of finance and business
- Prior experience managing a team
- An understanding of accounting regulations and procedures, including GAAP.
- Experience with accounting software
- Advanced MS Excel skills, including VLOOKUP, HLOOKUP, Macros, Pivot Tables, and Charts.
- Strong attention to detail with good analytical skills.
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### **Preferred assets include::**

- MBA or other graduate degree relating to the field of business
- Project management, HR experience, and knowledge of construction and grounds management
- Experience with general ledger functions
- Understanding of not-for-profit and charitable organizations

Successful candidates will be required to complete a vulnerable sector Criminal Record Check before receiving an offer of employment.

### **Remuneration:**

- \$72,925-\$96,075
- full benefits package
- relocation benefits

\*Salary is negotiable and will be based on experience and qualifications and subject to 3-month probation

**Start date:** Available immediately

**Applicants:** Send cover letter, resume, and copies of any certifications to [admin@deerlakeschool.ca](mailto:admin@deerlakeschool.ca)

**Posting date:** April 9, 2024

**Closing date:** Posted until filled