

# Calgary Society for Christian Education

## DIRECTOR of FINANCE

*Reporting to the Executive Director*

*Part Time (FTE 0.3) – 12 month*

*Compensation – organizational scale commensurate with experience*

*Position commences June 1 or when satisfactory hire completed*



**SEARCH OPEN: March 26, 2018 – April 30, 2018**

### Background

For more than 50 years, the Calgary Society for Christian Education (CSCE) has been a leader in Christian education through Calgary Christian School, an 850 student Pre-kindergarten through Grade 12 set of campuses in the city's southwest community of Glenbrook. The school has been an alternative public school since 2008 within the Palliser Regional School District. The CSCE governs its mission with a Board of 9 members and employs an Executive Director whose staff provides finance and facility management, development, marketing, and communication roles essential to on-going school operations.

The CSCE is currently fulfilling a 5-year strategic plan focused on improving its financial strength, updating and expanding its facilities for 21st century learning, and improving its ability to share its story well with stakeholders and prospects alike. A major capital campaign for the secondary school's expansion is anticipated within the next 24 months.

The CSCE seeks qualified candidates to prayerfully consider this new, part-time role. As our mission is rooted in the historic, protestant Christian faith and founded in the reformed tradition, preferred candidates will be mature, professing Christians who are active in an established church community. Effective communication, organizational and interpersonal skills are essential.

### Duties

- Provide the Executive Director with an operating budget. Ensure programmatic success through cost controls and policy improvements.
- Oversee Accounts Payable and Accounts Receivable practices including banking and fiscal reporting activities for the organization. (2.25 staff provide A/R-A/P-HR, transportation and facility scheduling)
- Oversee the maintenance of the inventory of all fixed assets.
- Oversee all payroll activities including regular analysis of compensation and benefits plans.
- Oversee all purchasing activities, including capital expense planning, project development, and quoting processes according to organizational policy.
- Participate in developing new funding opportunities, the drafting of prospective programmatic budgets, and determining cost effectiveness of prospective services.
- Develop and maintain systems of internal controls. Train Staff when necessary to improve knowledge and practices of financial management within the organization.

- Attend committee and administrative leadership meetings as required, including being the lead staff on the Finance and Audit Committee.
- Review and recommend cost-effective benefit plans and other remunerations that the organization may offer employees and potential employees with the goal of attracting and retaining qualified individuals.
- Oversee the production of monthly reports including reconciliations, financial statements, cash flow projections for use by the Executive Director, Finance and Audit Committee and the Board of Directors.
- And other pertinent duties as may be assigned from time to time by the Executive Director.

**Knowledge of:**

- Not-for-profit accounting practices.
- Organizational development, human resources, procurement and operations.
- General office software, particularly the Microsoft Office, Simply Accounting and databases.

**Ability to:**

- Advise the Executive Director and help supervise staff participating in financial management tasks.
- Foster and cultivate business opportunities and partnerships including quotes, contracts, RFP's and other tendering processes.
- Create and assess financial statements and budget documents.
- Recognize and be responsive to the needs of the organization and its stakeholders, including employees, funding organizations, the Board of Directors, Society members, alumni, and other community members.
- Communicate effectively in both written and verbal form.

**Education**

- A master's degree or bachelor's with equivalent work experience.
- Chartered Professional Accountant (CPA) designation preferred.

**Experience:**

- Previously served as a Controller or at the Chief Financial Officer level.
- 10 years financial and management experience.
- Any equivalent combination of education/experience determined to be acceptable.
- A professional and caring attitude with excellent communication skills.
- Provision in personnel file of all professional training, certification and course completion certificates
- Related experience in a Not-for-Profit organization is highly desirable.

## Other:

- Support the CSCE's mission and vision as articulated in the Calgary Christian School Statement of Faith, Education Basis and Philosophy.
- A satisfactory Police background check – including vulnerable sector search - is required prior to employment.
- First Aide, CPR and related medical first response training helpful.

## Working Conditions

- Dedicated work space within the Society's business office located at the secondary campus.
- This position deals with matters of a sensitive and significant nature; retaining confidentiality is essential. The post requires the skills to research, develop and effectively communicate positive solutions within material limits and operational capacity.
- This is a part time position (FTE .3) over a 12-month period. Proposed hourly compensation. Scheduling is flexible, however, this position may experience occasional periods of heightened activity. Actual days of work may be dependent upon work load.

## TO APPLY

Interested applicants should forward their CV/Resume, 3 references and copies of any required certification to the Executive Director **before April 30, 2018**. Interviews will commence immediately.

Please submit your application in one of the following ways:

MAIL: Ken DeWyn, Executive Director  
c/o Calgary Christian School  
5029 – 26<sup>th</sup> Avenue SW  
Calgary, AB T3E 0R5

EMAIL: [kdewyn@calgarychristianschool.com](mailto:kdewyn@calgarychristianschool.com) (PREFERRED)

FAX: (403) 242-2476

*No calls, please.*