

Calgary Society for Christian Education

Business Office Manager / Senior Accountant

1.0 FTE - 12 months

Compensation – organizational scale commensurate with experience/ability

Position commences March 2024

SEARCH OPEN: March 8 – April 5, 2024

The CSCE seeks an experienced individual to serve as our Senior Accountant/Business Manager. This is a full-time position reporting to the Director of Finance and serves in the Business Office located at the CCS Secondary School Campus, 5029 - 26 Avenue SW, Calgary, AB T3E 0R5.

Position Description

The Senior Account/Business Manager supports the Director of Finance through budgetary planning and payments of operating obligations in operating Calgary Christian School. The position includes the supervision of an accounts receivable clerk, and general administrative procedures and systems. The Senior Accountant also supports the work of the Finance and Audit Committee of the Board, as well as a key contact in consolidating accounting data and reports for the Annual Audit. As Business Office Manager, this person maintains positive vendor/client relationships while providing sound and prudent support in all financial matters that inform decisions affecting the responsible stewardship of Society funds.

Duties and Responsibilities

- Oversee all routine accounting processes, including the work of others involved in financial plans, monetary transactions (purchases, deposits, withdrawals, payments, transfers, etc.), reports, and commitments affecting the Society.
- Enter and verify data related to accounts payable (AP); review and verify accounts receivable (AR); maintain accurate records to demonstrate the adequate accrual of funds and timely payment of on-going/incurred obligations.
- Report on a regular and predetermined basis all Society accounts and financial activities including banking, trusts, operational expenses, fundraising, etc.
- Assist the Director of Finance in the preparation of the annual budget through analyses and reporting of previous income/expense trends plus anticipated operating changes.
- Provide and update budgets for departments, and maintain good communication with department directors.
- Collect, consolidate and prepare data and requisite back-up materials for the annual financial audit. Work with the auditor to provide clarification, notation and follow-up on resulting entry adjustments, draft and final reports as warranted.
- Ensure the timely preparation and effective distribution of business correspondence via postal service, courier, or electronic means.
- Supervise and fulfill with support staff the annual process to properly issue receipts for charitable and preschool program fee contributions to the Society.
- Keep all applicable operating licenses/permits and corporate filings current.

- Provide comparative cost analysis to the Director of Finance of major building projects, capital improvements, service RFP's and large equipment purchases to ensure that best value propositions are identified.
- Oversight and supervision of IT needs and services for CSCE administrative staff; coordinate provisions of installation, maintenance, and purchasing with company contracted IT service providers.

Qualifications

- Education – Diploma, degree or certification of an appropriate level of training in accounting/bookkeeping. University training is preferred. Experience a must.
- Proven mastery in the use of a major accounting software program. **Sage Accounting** preferred.
- High functionality in Microsoft Office modules (especially **Excel**, plus Word and PowerPoint) with an aptitude towards learning new programs as needed. Familiarity with IT/computer equipment and systems is a plus.
- Work experience with all aspects of general financial management practices including AP/AR, Purchase Orders, Monthly Reporting, Audit Preparation, and verification procedures; familiarity with basic business or not for profit tax
- Ability to work well with others; a professional and caring attitude with excellent communication skills.
- Related experience in a Not-for-Profit organization is highly desirable.
- First Aide, CPR and related medical first response training (CSCE will train as needed). Verified Police background check on file and current within CSCE policy requirements.

Working Conditions

This position deals with matters of a sensitive and personal nature; the ability to retain the confidentiality of this information is essential. The post requires the skills necessary to navigate, assist, and find positive solutions within the confines of the position and oversight duties.

This is a 12-month position. An average work week is Monday to Friday, and is based on a 40 hour work week. Additional hours may be required from time to time to meet deadlines, process volume, or respond to critical situations.

Interested applicants should forward their CV/Resume, 3 references and copies of any required certification to the Executive Director **by March 22, 2024**. Interviews will commence the week of March 25.

Please submit your application in one of the following ways:

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

EMAIL: kdewyn@calgarychristianschool.com