



SURREY CHRISTIAN SCHOOL

EDUCATING FOR WHOLENESS

Surrey Christian School is accepting applications for the position of a part-time (80%) **Director of Finance and Operations**.

ABOUT THE SCHOOL

Surrey Christian School is an independent, preK-12 school of 1,200 students on two campuses located in Surrey, an ethnically diverse urban and suburban community just outside of Vancouver. Our mission statement, “Educating for wholeness by engaging God’s world in the servant way of Jesus,” shapes everything we do. The foundation of our Christian faith is grounded in the contemporary testimony, “[Our World Belongs to God](#),” and it is that distinct perspective that shapes our vision. Please visit [About Surrey Christian School](#) to learn more.

ABOUT THE OPPORTUNITY

Providing financial leadership and reporting to the Superintendent, the Director of Finance and Operations is accountable for all aspects of financial functions and facility operations. As a key member of the Senior Leadership Team, the Director collaborates with stakeholders to ensure the short- and long-term financial sustainability of the school, enhances operation efficiency, manages resources effectively, and maintains a safe and well-maintained school campus. The director manages the finance, maintenance, and IT teams, provides support to the Board, contributes to the strategic direction of the school, and collaborates on school initiatives and projects.

RESPONSIBILITIES

The Director of Finance and Operations is responsible for the following functions:

- Finance
 - Financial planning and budgeting: After drafting the annual budget in consultation and collaboration with the SLT, provide forecasts to enable the pursuit of strategic plans.
 - Accounting and reporting: Oversee all accounting functions and provide quarterly statements and reports.
 - Cash flow and asset management: Manage and monitor revenues and expenses to ensure smooth operations, implementing internal controls to safeguard our resources, and invest surplus funds as directed with good stewardship principles in mind.
 - Financial policies and procedures: Ensure the compliance and governance of financial records, complying with approved and recommended accounting principles.
 - Risk management and insurance: Confirm appropriate insurance coverages to mitigate risks and to be in compliance.
 - Audit and tax compliance: Arrange and oversee the yearly audit, ensuring proper preparation and filing of all tax documents, and implement recommendations proceeding from audit.
- Operations
 - Facilities maintenance and rentals: Oversee the teams responsible for the cleanliness, safety, and functionality of the school facilities for all stakeholders.
 - Technology and infrastructure: Provide leadership and support to IT team to ensure the reliability and connectivity of the infrastructure, systems, and network services.
 - Transportation services: Partner with bus service provider to ensure the school’s transportation needs are met safely and efficiently.
- Leadership
 - Be a role model. Embody the mission, vision, and values of Surrey Christian School.
 - Manage the activities and performance of the finance, maintenance, and IT teams. Provide mentorship and coaching to individual team members, giving opportunities for professional development.

- Implement, practice, and review department procedures. Monitor and correct department goals and performance. Provide solutions to problems. Have a continuous improvement mindset.
- Serve as member of the Senior Leadership Team to support the strategy and growth of the school.
- Support the superintendent and school board with financial reports and serve on various committees (Finance, Audit).

REQUIREMENTS

The ideal candidate:

- supports the mission and vision of the school, lives its values, and abides by the community standards.
- has a BA in accounting, finance, or related field (preference will be given to those with CPA or MBA credentials).
- has proven progressive experience in an educational or non-profit setting in accounting and/or financial roles.
- has previous experience leading and managing a team.
- has strong knowledge of accounting principles and practices.
- is experienced in facility management, contract negotiations, and rental agreements.
- is familiar with information technology systems, infrastructures and networks, and security best practices.
- is a strong communicator, and able to collaborate effectively with diverse stakeholder groups.
- takes responsibility for their professional development and is continuously learning.

REMUNERATION

The compensation range for the role, based on education and experience, is \$80,000 to \$96,000 (prorated for .8 FTE), along with a comprehensive benefits package including health insurance, pension matching, generous vacation time, and professional development opportunities.

JOIN US

Join our staff of vibrant, diverse, supportive, and collaborative professionals dedicated to providing quality and engaging education. To apply, please submit a cover letter, resume, and a statement of faith to apply@surreychristian.com

We thank all applicants for their interest, however only those candidates selected will be contacted for an interview.