



## SURREY CHRISTIAN SCHOOL

EDUCATING FOR WHOLENESS

**Surrey Christian School** is a PreK-12 school of over 1,100 students located in Surrey, a diverse urban community just outside Vancouver. Our mission statement, *'Educating for Wholeness by Engaging God's World in the Servant Way of Jesus,'* invites our students and staff to partner with God in the restoration of His Kingdom, in the making of all things new.

At Surrey Christian School, our faith forms us, His love knows us, and the learning journey transforms us. We are a Christ-centered, diverse community dedicated to learning, inspiring students to become 'fully alive in God's story,' who align ourselves with the contemporary Christian testament, 'Our World Belongs to God.' Our educators are empowered to create meaningful learning experiences that allow students to engage in 'real work that meets the real needs of real people', connecting faith and learning in a place where both students and staff are known, included, and loved, as we embrace a journey of growth with hopeful wonder together.

Hear how Surrey Christian School has transformed our [students](#), [parents](#), and [staff](#)!

### JOIN US

We are accepting applications for a full-time **Finance Assistant** position. The Finance Assistant provides essential support in accounting tasks and general office duties. Reporting to the Director of Finance and Operations, this role involves handling accounts payable, assisting with early learning program administration and finances, rental contracts and payments, and managing various administrative responsibilities to ensure smooth operations.

Join our vibrant, diverse staff, who use their unique gifts to serve the Kingdom with passion, competence, and humility. With strong professional development, a collaborative and supportive staff community, state-of-the-art facilities, and a commitment to excellence, we provide an environment where you can grow in your craft while making a lasting impact. If you're passionate about transformative Christian education and want to be part of a thriving, mission-driven school, we invite you to apply and join us in shaping the next generation of servant leaders.

#### Our ideal candidate

- is committed to Christian values, faith integration, and alignment with our mission and vision.
- has a related financial education diploma or relevant 2+ years of experience in finance, accounting, or bookkeeping roles within a non-profit setting.
- is proficient in Intact/Sage accounting software (or other accounting software) and Microsoft Office suite, especially Excel.
- has excellent attention to detail and accuracy in data entry and financial records.
- is an effective communicator and has great interpersonal skills, able to work independently and collaboratively in a fast-paced environment, with a high level of confidentiality and professionalism

Surrey Christian School offers a comprehensive benefits package, including an 8.05% defined benefit pension plan, extended health and insurance coverage, and ongoing professional development opportunities. The salary range is between \$49,000 and \$56,000 (based on experience and qualifications).

Applications should be sent to [apply@surreychristian.com](mailto:apply@surreychristian.com) and include your cover letter, resume, your statement of faith, and a list of professional references.

We encourage all applicants to view our website at [www.surreychristian.com](http://www.surreychristian.com) to learn more about our school.

*Please note that candidates must be eligible to work in Canada (or have started the visa application process). We thank all applicants for their interest; however, only those short-listed will be contacted.*