SURREY CHRISTIAN SCHOOL

EDUCATING FOR WHOLENESS

Surrey Christian School is a PreK-12 school of over 1,000 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

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, and a commitment to excellence, we provide an environment where you can grow in your craft while making a lasting impact.

We are accepting applications for a **Finance Administrator** to support the school's day-to-day financial operations, reporting to the Director of Finance and Operations. Responsibilities include bank recs, accounts payable, early learning accounts receivable, and general accounting duties including journal entries and account reconciliations.

We are open to receiving applications for part-time or full-time work (0.8 to 1.0 FTE). With flexible hours within the regular school day hours, generous vacation entitlement, and a supportive Christian community, this role offers an excellent opportunity for individuals seeking meaningful work and strong work-life balance.

Our ideal candidate

- is a committed Christian and has values that align with our mission and vision.
- has an Accounting Diploma, or a bookkeeping designation, along with at least 5 years of recent experience in accounting, bookkeeping, or finance administration.
- possesses strong technical accounting skills, including accounts payable, accounts receivable, reconciliations, accounting software, and Microsoft Excel. Experience with Sage Intacct and/or the education or non-profit sector is an asset.
- is highly organized, detail-oriented, and professional, with effective communication skills and the ability to work independently while maintaining strict confidentiality.

Surrey Christian School offers a comprehensive benefits package, including an 8.05% defined benefit pension plan, extended health, dental, and insurance coverage, seven weeks vacation, and ongoing professional development opportunities. The salary range is between $60,000 and $66,000 (based on experience and qualifications) and will be pro-rated for part-time.

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

Please note that candidates must be eligible to work in Canada). We thank all applicants for their interest; however, only those short-listed will be contacted.

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