



Heritage
CHRISTIAN ACADEMY

Heritage Christian Education Society Calgary (HCESC) Director of Finance

Job Title: **Director of Finance**
Position Reports To: Executive Director
Date Prepared: June 23, 2017

About the Organization

Heritage Christian Academy (HCA) is a faith-based alternative Christian school in the North East of Calgary. The Heritage Christian Education Society Calgary (HCESC) operates in partnership with Palliser Regional Schools to provide educational services to children in Kindergarten – Grade 12. The HCESC is responsible for all business aspects of the school involving management of the facility, enrolments, marketing, fund development, and business development. The Society also oversees the Christian Discipleship programming at HCA.

The HCESC has an opportunity for a full-time Director of Finance. The Director of Finance will contribute to the overall success of the organization by effectively managing the day-to-day financial operations including financial systems and controls, transaction capturing, and reporting of financial information to internal and external users. This individual will be responsible for the management of Society resources including aspects of human resource management, risk management, project management, policy development, fund and business development, and more.

Responsibilities

The incumbent will provide financial leadership in the following areas:

- Working with the Executive Director in maintaining the financial health and integrity of the Society
- Overseeing all aspects of day-to-day financial operations carried out in the Business office including but not limited to payroll and benefits, a/p, a/r, family billing, donation records, tax receipting, banking, investing, and loans
- Development and preparation of annual operating and capital budgets
- Preparing monthly, quarterly, and annual financial statements, projections, and budget information for the Board, and departments, or provide oversight to this function
- Designing, operating and maintaining appropriate systems, policies and procedures for processing and recording all financial transactions
- Effective management of cash and assets by monitoring investments and borrowings
- Ensuring compliance with all levels of government tax, labor, and charity legislation and preparing for timely submissions of all relevant documentation
- Providing executive management and the operational team with advice on financial implications of business activities specifically through fund development and business development
- Providing analysis for cost-cutting and revenue generating ideas for the organization
- Assisting the Executive Director and Treasurer with financial reporting as required at board meetings and the Annual General Meetings

The incumbent will provide administrative, or general support in the following areas:

- Participation in team meetings and committee meetings as requested by the Executive Director
- Ability to fulfill the leadership of the Executive Director in his/her absence if required
- Proven ability to develop and share a vision for the finance department that is in alignment with organizational goals

- Managing an effective relationship with accounting staff at the Palliser central office
- Ability to carry out responsibilities in adherence to GAAP
- Ability to represent the Society to all stakeholders
- Ensuring timely preparation of all supporting information for the annual audit, the CCCC, and WCB audits
- Providing operational support to the Board Audit Committee
- Ensuring bank documentation and signing authorities are current
- Other responsibilities as required

Qualifications

- Agrees to and adheres to the HCA Statement of Faith – without reservation
- Successful completion of Police Information Check with Vulnerable Sector Search

Education:

- Preference will be given to candidates with Certified Management Accountant designations
- Knowledge of federal and provincial legislation affecting charities

Experience:

- 5+ years of progressively responsible experience for a major company or division of a large corporation
- Preference will be given to candidates with experience working in non-profit settings with charitable status

Skills:

- Strong financial and analytical skills
- Strong interpersonal skills with the ability to effectively communicate at all levels of the organization
- Strong problem-solving skills
- Ability to exercise sound judgment and make decisions based on accurate and timely analysis
- High level of integrity and dependability
- Results oriented
- Proficient in Quickbooks, Microsoft Word, Excel, and PowerPoint
- Positively contributes to a team environment
- Flexible working hours with the potential to increase availability during busy seasons
- Prioritizes and effectively delegate duties
- Understands and portrays ethical behavior and business practices

To Apply:

Please submit your resume to executivedirector@hcacalgary.com

Please include the following in the application package: cover letter, which includes expected salary range, resume, and personal statement of faith.

This position will remain open until a suitable candidate is found.