



Airdrie Christian Academy

Whatever you do, do it all for the glory of God.
1 Corinthians 10:31

Mission: "We are called by Jesus Christ to advance God's Kingdom by educating and training His children to personally know, love and serve Him."

Job Posting

Director of Finance

Full Time - 1.0 FTE

We are looking for a passionate and skilled professional to join our team in the role of Director of Finance at Airdrie Christian Academy (ACA). This key leadership role is responsible for overseeing essential areas including Business Operations and Finance within our school. The ideal candidate will demonstrate a strong commitment to the school's mission and vision, ensuring effective management of business operations and financial health.

Qualifications

- Degree in Finance, Business Administration, or related field. CPA designation would be considered an asset.
- 5+ years of experience in Finance, or Business Administration.
- Proven track record in Financial Management.
- Solid grasp of accounting principles and software.
- Strong knowledge of financial reporting, audit processes, and tax regulations.
- Non-profit experience would be considered an asset.
- Strong attention to detail and accuracy, with the ability to maintain confidentiality regarding sensitive information.
- Excellent Communication skills, including board reporting.
- Alignment with the school's mission and vision.

Regular Responsibilities

- Lead the Finance team and oversee all financial operations of the school. Full cycle accounting management.
- Oversee financial reporting and cash flow management for the Finance Committee, Board, Alberta Education, and relevant financial institutions.
- Act as liaison with key stakeholders.
- Financial Strategic Planning and Analysis.
- Coordinate budget preparation and compliance reporting to Alberta Education.
- Alberta Education Funding Lead.
- Administer Tuition Bursary Programs.
- Develop and implement growth strategies and plans for the school.
- Maintain and foster business relationships to enhance enrollment and funding.

- Report on enrollment targets in conjunction with Alberta Education funding.
- Analyze and recommend improvements for business operations and processes.
- Ensure compliance with CRA processes, including remittances and annual filings.
- Administer and renew insurance policies.
- Manage WCB annual reports
- Lead preparations for the annual audit.
- Attend monthly Finance Committee Meetings and Board meetings as necessary.
- Support AGM Planning and Preparation.
- Ensure adherence to best business practices.

Professional Responsibilities

- Engage in professional development opportunities for personal growth.
- Seek counsel for continuous professional improvement.
- Provide input on effective school operations.
- Attend and participate in scheduled meetings, including staff and committee meetings.

Accountability

- The Director of Finance will report directly to the Head of School.
- The Director of Finance will be evaluated annually by the Head of School.

This position comes with a compensation range of \$80,000 - \$100,000 which includes health and dental benefits.

Posting closes on Friday, December 20, 2024.

Application Process

If you are passionate about educational leadership and committed to our mission and vision, we invite you to apply through our website: <https://www.airdriechristian.com/careers.html>